

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

**MINUTES**

**OCTOBER 18, 2017**

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. Covin - Vice President  
Mrs. George

Mr. Grant  
Mr. Dangler  
Mr. Zambrano

Mr. Parnell  
Mrs. Widdis  
Rev. Bennett- absent

**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. 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, **DaKota Hare** and **Franky Vainella** 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 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. 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. Dangler and carried by roll call vote that the Board approve the following items (D – E5).

Ayes (8), Nays (0), Absent (1) Rev. Bennett

D. **APPROVAL OF MINUTES**

That the Board approve the following minutes:

- Agenda Meeting minutes of September 26, 2017
- Executive Session minutes of September 26, 2017
- Regular Meeting minutes of September 27, 2017

E. **SECRETARY'S REPORT**

1. **BUDGET TRANSFER REPORTS – FY18 AUGUST AND FY18 SEPTEMBER 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".

**NOW, THEREFORE BE IT RESOLVED** that the attached line item transfer FY18 August and FY18 September Transfers as listed be approved for the months ending August 31, 2017 and September 30, 2017.

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

Ayes: 8  
Nays: 0  
Absent: 1 (Rev. Bennett)  
Date: October 18, 2017

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

2. **BOARD SECRETARY'S REPORTS - AUGUST 31, 2017 AND SEPTEMBER 30, 2017**

That the Board approve the Board Secretary's Reports for the months ending August 31, 2017 and September 30, 2017 (which will be labeled **APPENDIX E-2** and made part of the permanent minutes upon Board approval).

3. **REPORTS OF THE TREASURER - AUGUST 31, 2017 AND SEPTEMBER 30, 2017**

That the Board approve the Reports of the Treasurer for the months ending August 31, 2017 and September 30, 2017 (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 August 31, 2017 and September 30, 2017 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

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 August 31, 2017 and September 30, 2017 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: 8  
Nays: 0  
Absent: 1 (Rev. Bennett)  
Date: October 18, 2017

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

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

Ayes (6), Nays (0), Abstain (2) Dr. Critelli and Mr. Zambrano, Absent (1) Rev. Bennett

6. **BILLS AND CLAIMS – SEPTEMBER 1 - 30, 2017 AND OCTOBER 1 - 18, 2017  
FOR CHRIST THE KING AND AMY'S YOGABILITIES**

That the Board approve the September 1 - 30, 2017 and October 1 - 18, 2017 for Christ the King and Amy's Yogabilities (which will be labeled **APPENDIX E-4** and made part of the permanent minutes upon Board approval).

Motion was made by Mr. Dangler, 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) Rev. Bennett

7. **BILLS AND CLAIMS – SEPTEMBER 1 - 30, 2017 AND OCTOBER 1 - 18, 2017  
EXCLUDING CHRIST THE KING AND AMY'S YOGABILITIES**

That the Board approve the September 1 - 30, 2017 and October 1 - 18, 2017 excluding Christ the King and Amy's Yogabilities (which will be labeled **APPENDIX E-4** and made part of the permanent minutes upon Board approval).

8. **RECONCILIATION MONTHLY OPERATING REPORT – SODEXO – SEPTEMBER 30, 2017**

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, 2017 (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, 2017**

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, 2017 (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, 2017)

	AAA	GLC	GRE	MA	JMFECLC	LWC	TOTAL ELEM	MS	HS	TOTAL
<b>PreK</b>				287	207	255	<b>749</b>			<b>749</b>
<b>Kdg</b>		56		114	108	111	<b>389</b>			<b>389</b>
<b>1st</b>	94	171	103				<b>368</b>			<b>368</b>
<b>2nd</b>	93	164	88				<b>345</b>			<b>345</b>
<b>3rd</b>	104	168	95				<b>367</b>			<b>367</b>
<b>4th</b>	69	136	102				<b>307</b>			<b>307</b>
<b>5th</b>	119	161	104				<b>384</b>			<b>384</b>
<b>6th</b>							<b>0</b>	361		<b>361</b>
<b>7th</b>							<b>0</b>	371		<b>371</b>
<b>8th</b>							<b>0</b>	351		<b>351</b>
<b>9th</b>							<b>0</b>		366	<b>366</b>
<b>10th</b>							<b>0</b>		362	<b>362</b>
<b>11th</b>							<b>0</b>		372	<b>372</b>
<b>12th</b>							<b>0</b>		284	<b>284</b>
<b>MCI</b>	8						<b>8</b>	8	14	<b>30</b>
<b>MD</b>							<b>0</b>			<b>0</b>
<b>BD</b>							<b>0</b>	9	37	<b>46</b>
<b>LD</b>	59		41				<b>100</b>	44	27	<b>171</b>
<b>AUT</b>	20		17				<b>37</b>	13	8	<b>58</b>
<b>PD</b>						25	<b>25</b>			<b>25</b>
<b>OOD</b>	7	2	4		6	2	<b>21</b>	22	8	<b>51</b>
Home Instruction							<b>0</b>	3		<b>3</b>
<b>TOTAL</b>	<b>573</b>	<b>858</b>	<b>554</b>	<b>401</b>	<b>321</b>	<b>393</b>	<b>3100</b>	<b>1182</b>	<b>1478</b>	<b>5760</b>

**September 2016 Figures**

School	AAA	GLC	GRE	MA	JMFECLC	LWC	MS	HS	Total
<b>Totals</b>	<b>617</b>	<b>848</b>	<b>592</b>	<b>432</b>	<b>307</b>	<b>410</b>	<b>1155</b>	<b>1461</b>	<b>5822</b>

F. **SUPERINTENDENT'S REPORT**

Dr. Salvatore requested a moment of silence for William DiAddezio, District Construction Coordinator, who passed away this week.

1. **RECOGNITION OF ACHIEVEMENT**

A) **SUSTAINABLE JERSEY FOR SCHOOLS CERTIFICATION**

The following schools have achieved Sustainable Jersey for Schools certification as follows:

Amerigo A. Anastasia School - Bronze  
Audrey W. Clark School - Bronze  
George L. Catrambone School - Silver  
Gregory School - Bronze  
Joseph M. Ferraina Early Childhood Learning Center - Bronze  
Lenna W. Conrow School - Bronze  
Long Branch High School - Bronze  
Long Branch Middle School - Silver  
Morris Avenue School - Silver

2. **PRESENTATION OF AWARDS**

A) **DISTRICT VOLUNTEERS**

Mirveta Feratovic  
Lashonda Starks  
Nancy Martins  
Griselda Espinosa  
Miguel Espinosa

B) **TEACHER OF THE MONTH - SEPTEMBER**

**DESMOND DUNKLEY** - Pre-Cal/Pre-Calc Honors Math Teacher, Long Branch High School, presented by Dr. Critelli

C) **SUPPORT STAFF OF THE MONTH - SEPTEMBER**

**SAMUEL SAPP** - Custodian, Amerigo A. Anastasia School, presented by Dr. Critelli

3. **STUDENT COUNCIL LIAISON'S 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 elementary school led by Mr. Volpe, prides itself in 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. The Catrambone School has also developed an environment that resembles a family which is something Mr. Volpe is incredibly proud of.

Some new initiatives occurring at GLC all involve the school's curriculum. One initiative, "Daily 5," is a reading program that is predicated on students working in instructional centers within their classrooms. All classrooms, big or small, bilingual or not, put this initiative in place and it has proven as a valuable approach to improve the student's reading scores. Another initiative, the "Guided Math" program, involves teachers assigning students in small differentiated groups to help them improve their math skills and also learn new skills. Overall, with both initiatives put in place, Mr. Volpe and the staff are preparing the students for academic success and 21st century life skills that can be used both inside and outside the classroom.

The bilingual program and "Project Lead the Way" are important programs that are also in place at GLC. With the enrollment of students from many parts of the world such as China, Russia, Saudi Arabia, Egypt and more, the school community has expanded culturally and will therefore be focusing on highlighting all that those cultures have to offer through studies about Native American Indians, Hispanic Heritage, Asian cultures and Women's History month. The "Project Lead the Way" engineering program at GLC not only makes the school unique as the only elementary school in the district to offer this program, but it also has placed the school at the forefront of STEM education for its students.

So far this school year, Mr. Volpe is most excited about a few things. He's excited about how in-sync the school is in terms of staff and parents. Furthermore, he's very enthusiastic about all the support that the parents give to the school. This school year GLC hosted a grandparent's day and a total of about 400 grandparents came to participate. In addition, in the 4 years that GLC has been running, this year's back to school night was the biggest parental turnout thus far. Mr. Volpe is also excited about the pride that is felt in the buildings' atmosphere. Thanks to teachers creating positive experiences for students, attendance has been great. He also highlighted the mutual politeness of the staff and the students as well as their respect for both parents and one another. It is because of all of these positive happenings in the school that Mr. Volpe is always excited to go to work and for what the day has in store for him.

#### 4. **SCHOOL PRESENTATION**

Each year, Americans observe 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. This month our students have been learning about advances made by various Hispanic pioneers and the impact they have on our children and their future. Tonight, the students of GLC will demonstrate how the visions, innovations and advancements have empowered our children to leave their mark on the future through music and dance. Please put your hands together as our children, "Pintarse la cara color esperanza tentar al futuro con el corazón! (Translation: our children paint our faces with the color of hope to tempt the future with our hearts!)

## G. GENERAL ITEMS

### Comments from the Governance Committee Chair (APPENDIX G-1)

Motion was made by Mr. Dangler, seconded by Mr. Covin and carried by roll call vote that the Board approve the following items (G1 – G3).

Ayes (8), Nays (0), Absent (1) Rev. Bennett

1. **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.

2. **APPROVAL TO SUBMIT THE NJQSAC STATEMENT OF ASSURANCES**

That the Board approve the submission of the New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurances to the New Jersey Department of Education (which will be labeled **APPENDIX G-2** and made part of the permanent minutes upon Board approval).

3. **APPROVAL TO ACCEPT THE K-8 CAP'S BULLY PREVENTION PROGRAM FOR 2017 - 2018**

That the Board approve the acceptance of the 2017 - 2018 NJ Child Assault Prevention Grant - K-8 CAP's Bullying Prevention Program in the amount of approximately \$5,000.

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.

Motion was made by Mr. Covin, seconded by Mrs. George and carried by roll call vote that the Board approve the following item (G4).

Ayes (8), Nays (0), Absent (1) Rev. Bennett

4. **GIFTS TO SCHOOLS**

That the Board accept the following gifts to schools indicated:

**Donated by:**

Donorschoose.org	1 session of Junie B. Jones books in a bus, Books 1-28, (Valued at \$54.39).
Donorschoose.org	5 Skullcandy over the ear headphones, (Valued at \$188.20)
Lou Castagno	25 pairs of pink socks for Boys Soccer team (Valued at \$75.00)
Margaret Gaul	1 Blessing Trumpet for Band use (Valued at \$800.00)
Harbor Freight Tools	\$500 gift card for the Middle School to purchase a greenhouse and supplies

## H. PERSONNEL ACTION

### Comments from the Athletics Committee Chair (APPENDIX H-1)

Motion was made by Mr. Covin, seconded by Mrs. George and carried by roll call vote that the Board approve the following items (H1 – H9).

Ayes (8), Nays (0), Absent (1) Rev. Bennett

1. **RESOLUTION: EMPLOYEE ON ADMINISTRATIVE LEAVE WITH PAY**

That the Board approve the Resolution to place MaryBeth Corsentino on an Administrative Leave as listed on **APPENDIX H-2**.

2. **RESOLUTION: CREATION OF (2) FULL-TIME BUS DRIVER POSITIONS**

That the Board approve the Resolution to create (2) full-time bus driver positions as listed on **APPENDIX H-3**.

3. **APPOINTMENT OF CERTIFIED STAFF**

That the Board approve/ratify the appointment of the following named individuals who constitutes a careful selection and screening of applicants and is hereby recommended for an employment contract contingent upon the successful completion of their degree program, New Jersey Department of Education certification requirements, Federal NCLB Highly Qualified Teacher requirements: a criminal history clearance and the successful completion of a medical examination as required by the Board of Education. This initial appointment may be changed as District needs develop:

**DAHEMIA STEWART\***

Grade 2 Teacher  
Gregory School  
BA, Step 1  
\$51,325

Certification: CEAS Teacher of Preschool through Grade 3

Education: New Jersey City University

Replaces: Stephanie Dispoto (maternity leave)

(Acct. #15-120-100-101-000-07-00)(UPC #1201-07-METRO-TEACHR)

Effective: November 6, 2017

**TOBY SACCO-HACKER\***

ESL Teacher  
High School  
MA +30, Step 11  
\$68,425

Certification: Teacher of English as a Second Language

Education: University of San Francisco

Replaces: New Position

(Acct. #15-140-100-101-000-01-00) (UPC #1467-01-ESLHS-TECHER)

Effective: Pending Approval of Certification

H. **PERSONNEL ACTION (continued)**

4. **APPOINTMENT OF INSTRUCTIONAL ASSISTANTS**

That the Board approve the appointment of the following named individual as an Instructional Assistant:

**CHRISTA DIAZ**, Joseph M. Ferraina Early Childhood Learning Center at Step 1, Salary \$15.75/hr. + \$250 stipend for BA., effective pending fingerprints\*. Replaces: Jennifer Throckmorton (Acct. #20-218-100-106-000-04-00) (UPC #0503-04-PREK3-PARAPF).

5. **APPOINTMENT OF BUS DRIVERS**

That the Board approve the appointment of the following named individuals as bus drivers for the 2017/2018 school year:

**DOMINICK AZZARONE**, Transportation Department at a salary of \$26,936, step 1, effective: October 18, 2017 (Acct. #11-000-270-161-000-12-00) (UPC #0958-12-TRANSP-BUSDR).

**CAROLYN MORRIS\***, Transportation Department at a salary of \$26,936, step 1, effective: October 18, 2017 (Acct. #11-000-270-161-000-12-00) (UPC #1474-12-TRANSP-BUSDR).

**MARIA QUESADA**, Transportation Department at a salary of \$26,936, step 1, effective: October 18, 2017 (Acct. #11-000-270-100-000-12-00) (UPC #1475-12-TRANSP-BUSDR).

6. **RETIREMENT**

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

**DONNA CIANFLONE**, Buildings & Grounds secretary, effective February 1, 2018. Mrs. Cianflone has a total of 27 years of service.

7. **RESIGNATION - CONTRACTUAL POSITION**

That the Board accept the resignation of the following individual:

**KRISTOPHER SOTO**, District Bus Driver, effective October 30, 2017.

8. **STAFF TRANSFER - 2017-2018 SCHOOL YEAR**

That the Board approved the transfer of the following employee as listed:

**JENNIFER THROCKMORTON** from Joseph M. Ferraina Early Childhood Learning Center instructional assistant to George L. Catrambone School instructional assistant, effective November 6, 2017.

H. **PERSONNEL ACTION (continued)**

9. **21st CENTURY COMMUNITY LEARNING CENTER AFTERSCHOOL PROGRAM – 2017-2018 SCHOOL YEAR**

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

**Bus Aides**

\$10.00/hr.

Michael Dennis, Matthew McDermott, Ruby Nazon

**Substitute Bus Aides**

\$10.00/hr.

Veronica Billy, Dalwasia Jones

Motion was made by Mr. Dangler, seconded by Mrs. George and carried by roll call vote that the Board approve the following item (H10).

Ayes (7) Nays (0), Abstain (1) Mrs. Widdis, Absent (1) Rev. Bennett

10. **ANNUAL STIPEND POSITIONS – 2017-2018 SCHOOL YEAR**

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

**DISTRICT**

**Home Instruction**

\$28.84/hr.

Dawn Ciaramella

**Mischief Night Security Persons**

\$15.00/hr.

Veronica Billy, Angel Borrero, Dorothy Bowles, Ralph DeFillipo, Barbara Greely, Margaret Johnson, Sean Kelly, Terrence King, Lenor Langan, Cynthia Murphy, Matilde Roman, Robert Stout, Carlos Vega, Charles Widdis

**Halloween Night Security Persons**

\$15.00/hr.

Veronica Billy, Angel Borrero, Dorothy Bowles, Ralph DeFillipo, Margaret Johnson, Sean Kelly, Terrence King, Cynthia Murphy, Matilde Roman, Robert Stout, Carlos Vega, Charles Widdis

**MIDDLE SCHOOL**

**Lunchroom Monitor**

\$21.36/session

Elsa Villalobos

**Zero Period**

\$24.20/hr.

Maureen Alexander, Dina Mattia, Delanyard Robinson, Cheryl Stavola, Ashley Stewart, Robert Stout, Howard Whitmore, Monica Avaria, Kelly Fallon, Nancy O'Toole

H. **PERSONNEL ACTION (continued)**

Motion was made by Mrs. George, seconded by Mr. Covin and carried by roll call vote that the Board approve the following items (H11 – I8).

Ayes (8), Nays (0), Absent (1) Rev. Bennett

11. **TEACHER/MENTOR PROGRAM - 2017-2018 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:

<b><u>LOCATION</u></b>	<b><u>TEACHER</u></b>	<b><u>MENTOR</u></b>
MS	Chelsea James	Jonathan Trzeszkowski
AWC	Victoria Leotsakas	Maureen Kmet
MS	Dana Noon	Camille Barone Simon
HS	Chelsea Sirico	Jennifer Elgrim
HS	Toby Sacco-Hacker	Sandra Eigel
Gregory	Dahemia Stewart	Nicole Guerra

12. **SUBSTITUTE CORRIDOR AIDES**

That the Board approve the following substitute corridor aides:

Dane Martin

Christopher Sanchez

13. **SUBSTITUTE CORRIDOR AIDE: PENDING FINGERPRINTS**

That the Board approve the following substitute corridor aide:

Shaniqua Logan

14. **SUBSTITUTE BUS AIDES: PENDING FINGERPRINTS**

That the Board approve the following substitute bus aides:

Dwan Carr

Deron Turner

15. **SUBSTITUTE CUSTODIANS**

That the Board approve the following substitute custodians:

Genaro Benitez

Daniel Gonzalez

Garrick Cotman

Alicia Ludlow

Guadalupe Garcia Bautisto

Jarviyle Rivera

16. **SUBSTITUTE CUSTODIANS: PENDING FINGERPRINTS**

That the Board approve the following substitute custodians:

Jefferson Moreno Cabrera

Jeronimo Martinez Munguia

Dwan Carr

William Ortiz Borda

Jariel Feliciano

Frederick Smith, Jr.

Joseph Lebron, Jr.

Deron Turner

Shaniqua Logan



H. **PERSONNEL ACTION (continued)**

17. **SUBSTITUTE SECRETARIES**

That the Board approve the following substitute secretaries:

Jirina Jordan

Alicia Marziale

18. **SUBSTITUTE SECRETARIES: PENDING FINGERPRINTS:**

That the Board approve the following substitute secretaries:

Isadora Bussem

Shaniqua Logan

Stefania DeSouza-Favareto

Nijah Pizzaro

19. **SUBSTITUTE TEACHERS**

That the Board approve the following substitute teachers:

Danielle Libutti

Matthew McDermott

Nicolas Mahoney

Anna Sasse

20. **SUBSTITUTE INSTRUCTIONAL ASSISTANTS**

That the Board approve the following substitute instructional assistants:

Stephanie Kircher

Alicia Marziale

21. **SUBSTITUTE INSTRUCTIONAL ASSISTANTS: PENDING FINGERPRINTS**

That the Board approve the following substitute instructional assistants:

Isadora Bussem

Nijah Pizzaro

Stefania DeSouza-Favareto

Wafaa Sawires

Alicia Marziale

22. **FAMILY/MEDICAL LEAVE OF ABSENCES**

That the Board approve/ratify the family/medical leave of absences as listed on -  
**APPENDIX H-4.**

23. **APPROVAL OF THE BROOKDALE EDUCATION NETWORK WORKSHOPS FOR THE 2017 - 2018 SCHOOL YEAR**

That the Board approve the agreement with Brookdale Education Network to provide workshops for the 2017 - 2018 school year to be paid through Title IIA:

2/7/18

Activities to Engage and Motivate  
Mathematics Students

Jamil Pitts

24. **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-5.**

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 EXTENDED SCHOOL YEAR 2017**

That the Board approve the following student for placement and transportation for ESY 2017:

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

Tuition: \$10,944.00/Student

Transportation

Effective Dates: 7-5-2017 to 8-25-2017

ID#: 9854600407, classified as Eligible for Special Education and Related Services

5. **PLACEMENT OF ATYPICAL TUITION-IN STUDENT FOR THE 2017 EXTENDED SCHOOL YEAR**

That the Board approve the following tuition-in student for ESY 2017:

**EATONTOWN PUBLIC SCHOOL DISTRICT**

Student ID#: 6416886766

Placement: Audrey W Clark  
(Special Class/MCI)

Tuition: \$2,933.40/Year

Effective: 7-5-2017 to 8-17-2017

6. **RECOMMENDATION FOR ATYPICAL OUT OF DISTRICT STUDENTS FOR PLACEMENT AND TRANSPORTATION FOR THE 2017-2018 SCHOOL YEAR**

That the Board approve the following out of district students for placement and transportation for the 2017-2018 school year:

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

Tuition: \$53,280.00/Student

Transportation

Effective Dates: 9-6-2017 to 6-20-2018

ID#: 9854600407, classified as Eligible for Special Education and Related Services

I. **STUDENT ACTION (continued)**

6. **RECOMMENDATION FOR ATYPICAL OUT OF DISTRICT STUDENTS FOR PLACEMENT AND TRANSPORTATION FOR THE 2017-2018 SCHOOL YEAR (continued)**

**OAKWOOD SCHOOL**

**TINTON FALLS, NEW JERSEY**

Tuition: \$55,162.80/Student

Transportation

Effective Dates: 10-9-2017 to 6-14-2018

ID# 9321351056, classified as Eligible for Special Education and Related Services

**DCF REGIONAL SCHOOL**

**TRENTON, NEW JERSEY**

Tuition: \$41,792.08/Student

Transportation

Effective Dates: 7-1-2017 to 6-30-2018

ID# 9321351056, classified as Eligible for Special Education and Related Services

7. **RECOMMENDATION FOR TERMINATION OF ATYPICAL OUT OF DISTRICT STUDENTS FOR PLACEMENT AND TRANSPORTATION FOR THE 2017-2018 SCHOOL YEAR**

That the Board approve the termination of the following students for placement and transportation for the 2017-2018 school year:

**COLLIER SCHOOL**

**WICKATUNK, NEW JERSEY**

Tuition: \$55,260.00/Student

Transportation

Effective Dates: 10-3-2017

ID# 7521986300, classified as Eligible for Special Education and Related Services

**LEGACY TREATMENT SERVICES AND MARY A. DOBBIN'S SCHOOL**

**MOUNT HOLLY, NEW JERSEY**

Tuition: \$64,035.00/Student

Transportation

\*Extraordinary Services: \$33,192.00/Student

Effective Dates: 10-16-2017

ID#: 1468743304, classified as Eligible for Special Education and Related Services

8. **CORRECTIONS/REVISIONS TO MINUTES**

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

September 27, 2017

**RESIGNATIONS - CONTRACTUAL POSITIONS**

Jennifer Serviss read: effective November 3, 2017. This should have read effective September 29, 2017.

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

September 27, 2017 (continued)

**APPOINTMENT OF INSTRUCTIONAL ASSISTANTS**

Mauricia Hash, Joseph M. Ferraina Early Childhood Learning Center read: at Step 1, Salary \$15.75/hr + \$250 stipend for BA. This should have read Step 13, Salary \$19.90/hr + \$250 stipend for BA.

**ANNUAL STIPEND POSITIONS - 2017-2018 School Year**

Before/After School Substitute Bus Aides read: \$13.20/hr. This should have read: \$10.00/hr.

**ATHLETIC/COACHING STIPEND POSITIONS- 2017-2018 School Year**

Freshman Football Head Coach-Fall 2017 read: Shawn Brown, Step 6 at \$3,900. This should have read: Step 7 at \$4,200.

**CONFERENCES**

Lonell Klina, VPA supervisor K-12, to attend the 2017 Art Educators of New Jersey Beyond Looking Conference sponsored by Art Educators of New Jersey (AENJ) to be held at Ocean Place Resort, Long Branch, NJ on October 2 - 3, 2017 in the amount of \$185.00. This should have read \$235.00.

JanetLynn Dudick, Ph.D., Assistant Superintendent for Pupil Personnel Services, to attend the 35th Annual Autism Conference sponsored by Autism of New Jersey to be held at Harrah's Atlantic City Waterfront Conference Center, Atlantic City, NJ on October 18 - 20, 2017 in the amount of \$450.00. This should have read \$500.00

**APPROVAL OF AGREEMENT WITH SEASHORE DAY CAMP**

That the Board approve the agreement with Seashore Day Camp to provide a swim program which will run from October, 2017 to June, 2018 at a cost not to exceed \$15,000. This should have read at a cost not to exceed \$30,000.

August 23, 2017

**ANNUAL STIPEND POSITIONS- 2017-2018 School Year**

High School Teen Pep/Peer Leadership Advisor read: Nicholas Tranchina. This should have read Erin Lamberson.

High School Pep Leadership Asst. Advisor read: Erin Lamberson. This should have read Nicholas Tranchina.

**APPOINTMENT OF INSTRUCTIONAL AIDES THAT ARE CLASSIFIED AS ONE-TO-ONE (1:1) ASSISTANTS**

Gabrielle Navarrete read: Lenna W. Conrow School instructional assistant. This should have read: Joseph M. Ferraina Early Childhood Learning Center instructional assistant.

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

August 23, 2017 (continued)

**CONFERENCES**

JanetLynn Dudick, Ph.D., Assistant Superintendent for Pupil Personnel Services, to attend the National Autism Conference sponsored by National Autism Association, to be held September 7 - 11, 2017 at the Hilton New Orleans Riverside Hotel, New Orleans, LA, at an amount not to exceed \$1,900.00. Dr. Dudick cancelled her attendance at this conference.

**APPROVAL OF AGREEMENT WITH ROSETTA STONE**

That the Board approve the agreement with Rosetta Stone Language Learning to provide language learning software and services for participants in the adult ESL program from October 18, 2017 through October 17, 2018 at a cost not to exceed \$5,750. This should have read \$5,250.

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

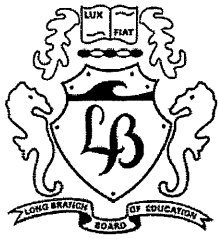
No one addressed the Board.

K. **ADJOURNMENT – 7:52 P.M.**

There being no further discussion, motion was made by Mr. Dangler, seconded by Mr. Covin and carried by roll call vote that the Board adjourn the meeting at 7:52 P.M.  
Ayes (8), Nays (0), Absent (1) Rev. Bennett

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



# A G E N D A

## LONG BRANCH PUBLIC SCHOOLS Long Branch, New Jersey

### GOVERNANCE COMMITTEE MEETING MINUTES

October 11, 2017

6:15p.m.

#### **COMMITTEE MEMBERS PRESENT:**

Rose Widdis, Chair  
Michele Critelli, Ed.D  
Avery Grant  
Donald Covin

#### **ADMINISTRATORS PRESENT:**

Michael Salvatore, Ph.D  
Alvin L. Freeman, Ed.D  
Alisa Aquino

#### **Policy Alert 212**

#### **FIRST READING:**

##### **1240 – Evaluation of Superintendent (Revised)**

The New Jersey State Board of Education (NJDOE) recently adopted additional revisions to N.J.A.C. 6A:10 – Educator Effectiveness. The only revision required in Policy and Regulation Guides 1240 is removal of “written” from “annual written performance report.” The explanation provided by the NJDOE for this revision is below:

The Department proposes throughout the chapter to replace "written performance report" and "annual written performance report" with "annual performance report." "Annual performance report" is the correct, defined term to describe a teaching staff member's performance report. The proposed amendment does not alter policy or practice regarding the development and storage of annual performance reports.

A Policy and Regulation Guide for the evaluation of the Superintendent is mandated; however, a district may decide to defer making these minor revisions until additional revisions are required to this Policy and Regulation Guide in the future. The Policy and Regulation Guides are mandated and are listed on the Strauss Esmay Index of Regulation Guides that must be adopted by the Board.

Policy Guide 1240 is **MANDATED**  
Regulation Guide 1240 is **MANDATED**

##### **1511 – Board of Education Website Accessibility (New)**

Several school districts in New Jersey have been cited by the United States Department of Education, Office of Civil Rights (OCR) for its website content and functionality not being accessible to people with disabilities. These school districts were required to develop and adopt a Policy as part of a Resolution Agreement between the school district and OCR. Strauss Esmay, in working with the school district, the Board Attorneys, and OCR, developed Policy Guide 1511 - Board of Education Website Accessibility. This new Policy Guide has been accepted by OCR as part of the Resolution Agreement. The requirements outlined in the Policy Guide are technical and will require additional information technology (IT) work by the school district. OCR has indicated to these several school districts these requirements are applicable for all public school district websites. There is no law mandating this Policy.

Policy Guide 1511 is **SUGGESTED**  
**3126 – District Mentoring Program (Revised)**

The New Jersey State Board of Education, when revising N.J.A.C. 6A:10 revised N.J.A.C. 6A:9C – Professional Development. The revisions in the administrative code require a few revisions in Policy and Regulation Guides 3126 – District Mentoring Program. The Regulation Guide was revised as the revised code clarifies the length of time a new non-tenured teacher shall be employed in their first year of employment to receive support (See Regulation Guide Section B.3.). In addition, the Policy and Regulation Guides replace the term “Core Curriculum Content Standards” with “New Jersey Student Learning Standards”. These Policy and Regulation Guides are not mandated by statute or code, but adopting these Policy and Regulation Guides are highly recommended.

Policy Guide 3126 is **RECOMMENDED**  
Regulation Guide 3126 is **RECOMMENDED**

- 3221 – Evaluation of Teachers (Revised)**
- 3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (Revised)**
- 3223 – Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (Revised)**
- 3224 – Evaluation of Principals, Vice Principals, and Assistant Principals (Revised)**

The New Jersey State Board of Education recently adopted additional revisions to N.J.A.C. 6A:10 – Educator Effectiveness. This Chapter addresses the evaluation procedures for all teaching staff members including: classroom teachers (Policy and Regulation 3221); educational services staff members, including school nurses, guidance counselors, child study team members, library media specialist, etc. (Policy and Regulation 3222); administrators, excluding Principals, Vice Principals, and Assistant Principals (Policy and Regulation 3223); and Principals, Vice Principals, and Assistant Principals (Policy and Regulation 3224). Strauss Esmay developed separate policy and regulation guides for these four categories of teaching staff members as TEACHNJ and the AchieveNJ administrative code initially only addressed classroom teachers and Principals, Vice Principals, and Assistant Principals and not educational

services staff members and administrators other than Principals, Vice Principals, and Assistant Principals. The changes are in the details of the Regulation Guides as the Policy Guides refer to the detailed code sections that are outlined in the Regulation Guides. Each Policy Guide has only a minor revision. Below is a summary of the more important revisions that are incorporated into the updated Regulation Guides:

1. Definitions – There are some minor revisions in several definitions. The new code deletes the definition of “long observation” and “short observation” and each observation shall now be at least twenty minutes. Several sections of the new code refer to the person designated by the Superintendent to complete the evaluation to be the “designated supervisor”;
2. Training – The new code requires annual updates and refresher training for supervisors who complete evaluations;
3. Co-observations – The new code permits a co-observation to count as one observation for the purposes of evaluation;
4. District Evaluation Advisory Committee - The new code provides a district some discretion to continue such committees;
5. Student Growth Objectives (SGOs) – The new code requires the Superintendent to develop a process for developing and scoring SGOs;
6. Corrective Action Plan (CAP) – The new code makes several revisions regarding the development and timelines for a CAP and timelines for mid-year evaluations for a staff member with a CAP;
7. Timelines – The new code revises several timelines for the development of Professional Development Plans (PDPs) and SGOs;
8. Observations – The new code no longer makes a distinction between long and short observations and all observations must be at least twenty minutes. Non-tenured staff must be observed three times per school year and tenured staff must receive at least two observations per school year;
9. Principal Practice – The new code increases the percentage of the principal practice from “thirty percent” to “no less than fifty percent” to account for the removal of the leadership practice component from the principal’s evaluation rubric;
10. Administrator Goals – The new code provides some additional requirements regarding the establishment of administrator goals; and
11. Performance Reports – The new code revises “written annual performance reports” to “annual performance reports”. Below is the New Jersey Department of Education (NJDOE) explanation for this change:

The Department proposes throughout the chapter to replace "written performance report" and "annual written performance report" with "annual performance report." "Annual performance report" is the correct, defined term to describe a teaching staff member's performance report. The proposed amendment does not alter policy or practice regarding the development and storage of annual performance reports.



These revisions impact the evaluation procedures school districts are required to implement. These revisions should be carefully reviewed to ensure the school district is complying with these requirements. These revised Policy and Regulation Guides 3221, 3222, 3223, and 3224 are mandated and are listed on the Strauss Esmay Index of Regulation Guides that must be adopted by the Board.

Policy Guide 3221 is **MANDATED**

Regulation Guide 3221 is **MANDATED**

Policy Guide 3222 is **MANDATED**

Regulation Guide 3222 is **MANDATED**

Policy Guide 3223 is **MANDATED**

Regulation Guide 3223 is **MANDATED**

Policy Guide 3224 is **MANDATED**

Regulation Guide 3224 is **MANDATED**

### **3240 – Professional Development for Teachers and School Leaders (Revised)**

The New Jersey State Board of Education, when revising N.J.A.C. 6A:10 revised N.J.A.C. 6A:9C – Professional Development. The revisions in the administrative code require a few revisions in Policy and Regulation Guide 3240 - Professional Development for Teachers and School Leaders. The revised code requires a teacher's or school leader's Professional Development Plan (PDP) to be developed by October 31 except if the teacher is hired after October 1, then the PDP must be developed within twenty-five working days of hire. The new code also eliminates the provision that the PDP is effective for one year indicating a PDP is a living document that has no start and stop date once it is initially written.

Policy Guide 3240 is **MANDATED**

Regulation Guide 3240 is **MANDATED**

### **5610 - Suspension (Revised)**

P.L. 2016, Chapter 45 was recently signed into law limiting a school district's ability to expel or suspend young students. The new law, N.J.S.A. 18A:37-2a, places limits on out-of-school suspensions and expulsions in school districts and charter schools. N.J.S.A. 18A:37-2b also requires school districts and charter schools to implement early detection and prevention programs to identify young students in Preschool through grade two who are experiencing behavioral or disciplinary problems. Policy Guide 5610 has been revised to incorporate the limitations outlined in the new law and the requirement to implement an early detection and prevention program. The only revision in Regulation Guide 5610 is updating the term "Core Curriculum Content Standards" to "New Jersey Student Learning Standards" in two places. The Policy and Regulation Guides are mandated and are listed on the Strauss Esmay Index of Regulation Guides that must be adopted by the Board.

Policy Guide 5610 is **MANDATED**

Regulation Guide 5610 is **MANDATED**

## **5620 - Expulsion (Revised)**

P.L. 2016, Chapter 45 was recently signed into law limiting a school district's ability to expel or suspend young students. The new law, N.J.S.A. 18A:37-2a, places limits on out-of-school suspensions and expulsions in school districts and charter schools. N.J.S.A. 18A:37-2b also requires school districts and charter schools to implement early detection and prevention programs to identify young students in Preschool through grade two who are experiencing behavioral or disciplinary problems. Policy Guide 5620 has been revised to incorporate the limitations outlined in the new law and the requirement to implement an early detection and prevention program. There is a new section specific to Charter Schools at the end of the Policy Guide. Policy Guide 5620 also has a few formatting revisions. This Policy Guide is mandated.

Policy Guide 5620 is **MANDATED**

## **7424 – Bed Bugs (New)**

School districts have requested Policy guidance on dealing with bed bugs. Much like head lice, there is no statute or code that addresses bed bugs in school, meaning there is no statutory or administrative code guidance on bed bugs in schools. A school district is not required to have a bed bug policy. Strauss Esmay has developed new Policy and Regulation Guides 7424 – Bed Bugs that provide guidance to school districts. These Guides are based on research, guidance published by Federal and State agencies, and best practices implemented in schools throughout the country. However, school districts are free to revise these Policy and Regulation Guides to meet local needs as the only statutory requirement in the Policy and Regulation Guides is compliance with the notification requirements and other requirements of the New Jersey Pest Management Act, the district's pest management plan, and any other applicable law. School districts considering a bed bug policy and regulation should review these Guides with school nurses, custodial and maintenance staff members, building administrators, and others who may have an interest in bed bugs in schools. Districts are free to revise these Guides accordingly.

Policy Guide 7424 is **SUGGESTED**

Regulation Guide 7424 is **SUGGESTED**

## **7461 – District Sustainability Policy (New)**

School districts have expressed an interest in implementing various sustainability practices in the district and have requested policy guidance in this area. School districts are interested in participating in the Sustainable Jersey for Schools certification program. Sustainable Jersey for Schools is a non-profit organization that provides tools, training, and financial incentives (grants) to support and reward schools as they pursue sustainability programs. There are many sustainability programs in schools and Strauss Esmay has developed a new Policy Guide 7461 – District Sustainability Policy. Policy Guide 7461 provides general policy guidance with detailed options for additional sustainability policy provisions listed below:

1. Professional Development for Sustainability
2. Green Purchasing Policy
3. Classroom Chemical Purchase, Storage, and Disposal Policy
4. Green Cleaning Policy and Plan

5. Promoting Physical Activity
6. Safe Routes to School Policy

This Policy Guide and the optional additional sustainability policy provisions are aligned with policy guidance provided by Sustainable Jersey for Schools, which would assist a district in pursuing Sustainable Jersey for Schools certification and subsequent eligibility for grants in the future. A district may revise this Policy Guide accordingly or adopt a different Policy Guide as there is no statutory authority requiring a school district to adopt a sustainability Policy or implement sustainability practices. Adopting a sustainability policy places an obligation on the district to implement sustainability practices in the school district which may likely require district resources. Therefore, a district should be sure in its commitment to the sustainability practices it includes in the Policy Guide.

Policy Guide 7461 is **RECOMMENDED**

#### **8505 – Local Wellness Policy/Nutrient Standards for Meals and Other Foods (Revised)**

School districts that are participating in any program of the National School Lunch Program and/or School Breakfast Program are required to develop a local wellness Policy. In July 2016, the United States Department of Agriculture (USDA) finalized regulations of the Healthy, Hunger Free Kids Act of 2010 (HHFKA) and a required Wellness Policy. The existing Policy Guide 8505 was developed by Strauss Esmay Associates when the HHFKA was approved in September 2014. However, an updated Policy consistent with the implementing regulations adopted in July 2016 is now required and must be in place for the 2017-2018 school year. The New Jersey Department of Agriculture (NJDOA) did not publish a model New Jersey Wellness Policy; therefore, this updated Policy Guide has been revised after reviewing many USDA documents and model policies recommended by the USDA. When this Policy Guide was updated in September 2014 there were questions from school districts asking whether all the obligations listed in the Policy Guide were required. The answer to this question then and now is Strauss Esmay cannot confirm the minimum policy requirements of the HHFKA. We can confirm Strauss Esmay's existing Policy Guide 8505 has been accepted by the NJDOA since September 2014 as not one client school district was cited for a deficient Wellness Policy. Wellness policy goals; goals for nutrition education and physical activity; the establishment of a district wellness committee; annual school and district progress reports; the designation of a district and school wellness policy coordinator; and a wellness policy assessment every one, two, or three years, are required to be included in a district's Wellness Policy. The goals listed in the Policy Guide may be revised or adjusted accordingly, but we do not know if there is a requirement for a minimum number of goals. However, we know the goals listed in the existing Policy Guide have been accepted by the NJDOA during their reviews and remain in this updated Policy Guide 8505.

Policy Guide 8505 is **MANDATED**

#### **8550 – Unpaid Meal Charges/Outstanding Food Service Charges (Revised)**

School districts participating in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) have been informed by the United States Department of Agriculture (USDA) that it must have an unpaid meal charge policy in place for the 2017-2018 school year.

The Policy must explain how the food service program will handle situations where children eligible for reduced price or paid meals do not have money to cover the cost of their meal at the time of service. The USDA published the most recent Unpaid Meal Charges: Guidance and Q&A dated March 23, 2017. The USDA has indicated a school district's policy should allow children to receive the nutrition they need to stay focused during the school day, minimize identification of children with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school food service account. The USDA has indicated the specifics of a policy are at the discretion of the school district. However, a required USDA unpaid meal charge policy must be consistent with the provisions of N.J.S.A. 18A:33-21 – School Meals, Notification to Parent of Payment in Arrears Before Denying Student, that are outlined in the existing Policy Guide 8550 – Unpaid Meal Charges/Outstanding Food Service Charges. Therefore, the USDA requirements for an unpaid meal charge policy have been incorporated into Policy Guide 8550 using the collection provisions of N.J.S.A. 18A:33-21 to collect breakfast and lunch charges that are in arrears. The revised Policy Guide includes three options:

- Option 1 – The Option does not provide a student a meal without payment and will place a call to the parent to arrange for breakfast or lunch or money to be brought to school. This option is permitted by the USDA and N.J.S.A. 18A:33-21. However, it is more likely than not that a school district will provide a student a meal if the child does not have money one day. This option includes the Department of Children and Families (DC&F) notification provisions of the existing Policy Guide 8550.
- Option 2 – The Option provides the student a meal without payment, as encouraged by the USDA, and addresses repayment in accordance with the collection provisions of N.J.S.A. 18A:33-21 when arrears reach a pre-determined amount of money as determined by the Board. However, this option indicates a student will not be served breakfast or lunch as permitted by N.J.S.A. 18A:33-21 if payment is not made within a week of the second notice to the parent. This option also includes the DC&F notification provisions of the existing Policy Guide 8550.
- Option 3 – The Option also provides the student a meal without payment, as encouraged by the USDA, and addresses repayment in accordance with the collection provisions of N.J.S.A. 18A:33-21 when arrears reach a pre-determined amount of money as determined by the Board. This Option indicates the school district will provide the student an alternate meal if payment is not made within a week of the second notice to the parent. However, this Option indicates an alternate meal will only be provided until the student's account reaches a pre-determined amount of money as determined by the Board, at which time the student will no longer be served an alternate meal. Therefore, the alternate meal without payment cannot be permanent. This option also includes the DC&F notification provisions of the existing Policy Guide 8550.

Options 2 and 3 require the district to provide a meal if the student has money to pay for breakfast or lunch on that day regardless of the amount in arrears as the district cannot use the student's money to repay previously unpaid charges if the student intended to use the money to purchase that day's meal. The last three paragraphs of the revised Policy Guide include new language required by the USDA.

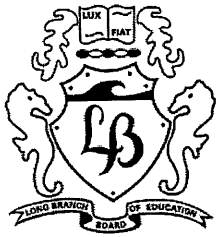
This Policy is now mandated for every school district that participates in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP).

Policy Guide 8550 is **MANDATED**

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**GOALS:** *The committee members will actively participate in professional dialogue pertaining to policy with the specific focus towards the common core state standards, teacher evaluation, student growth objectives, student growth percentiles and PARCC.*

*The committee members will seek professional learning experiences pertaining to policy with specific focus towards: common core state standards, teacher evaluation, student growth objectives, student growth percentiles, and PARCC.*



# A G E N D A

## LONG BRANCH PUBLIC SCHOOLS Long Branch, New Jersey

### GOVERNANCE COMMITTEE MEETING MINUTES October 11, 2017 6:15p.m.

#### **COMMITTEE MEMBERS PRESENT:**

Rose Widdis, Chair  
Michele Critelli, Ed.D  
Avery Grant  
Donald Covin

#### **ADMINISTRATORS PRESENT:**

Michael Salvatore, Ph.D  
Alvin L. Freeman, Ed.D  
Alisa Aquino

#### **Policy Alert 213**

#### **FIRST READING:**

##### **2700 – Services to Nonpublic School Students (M) (Revised)**

Policy Guide 2700 has been revised to incorporate revisions in N.J.A.C. 6A:16 regarding services to be provided to nonpublic schools. These revisions, although not significant, were extensive and in lieu of updating this Policy Guide with numerous revisions, our office has developed a new Policy Guide to replace the existing one. There is nothing in the new code and Guide that requires any new or additional responsibilities for a district with a nonpublic school located in the school district. However, the services outlined in this Policy Guide must be provided making this a mandated Policy for any school district that has a nonpublic school located in the school district. This Policy Guide is not required for a district that does not have a nonpublic school located in the school district. This Policy Guide does not have a corresponding Regulation Guide.

Policy Guide 2700 is **MANDATED**

##### **7100 – Long-Range Facilities Planning (M) (Revised)**

Policy and Regulation Guides 7100 have been revised to be consistent with N.J.A.C. 6A:26-2.1, 6A:26-2.2, and 6A:26-2.3 regarding long-range facilities plans. The Regulation Guide has been updated to provide more detailed guidance regarding long-range facilities plans. The

Policy and Regulation Guides are mandated as they provide guidance on the requirements of long-range facilities planning.

Policy Guide 7100 is **MANDATED**

Regulation Guide 7100 is **MANDATED**

### **7101 – Educational Adequacy of Capital Projects (Revised)**

Policy and Regulation Guides 7101 have been revised to align with revisions in N.J.A.C. 6A:26 – Educational Facilities. Comprehensive guidance is provided in the Regulation Guide regarding the process for a school district to receive approval for capital projects, State agency and/or department names have been updated, and an additional section for capital projects not subject to educational adequacy review has been added to the Regulation Guide. The Policy and Regulation Guides are recommended as they provide comprehensive guidance when a school district needs direction on receiving approval for capital projects.

Policy Guide 7101 is **RECOMMENDED**

Regulation Guide 7101 is **RECOMMENDED**

### **7102 – Site Selection and Acquisition (Revised)**

New Policy and Regulation Guides 7102 have been developed to align with N.J.A.C. 6A:26-7.1, 6A:26-7.2, and 6A:26-7.3 for the approval of the acquisition of land or approval for acquisition of existing facilities. The existing Policy Guide 7102 was very detailed and read like a Regulation Guide rather than a Policy Guide. Therefore, the language in the existing Policy Guide 7102 was updated to be more comprehensive in order to align with the new administrative code sections and was relocated into a new Regulation Guide 7102. This new Policy Guide 7102 should replace the existing Policy Guide 7102 and this new Regulation Guide 7102 should be included in a district's Policy and Regulation Manual. The Policy and Regulation Guides are recommended as they provide comprehensive guidance when a school district needs direction on receiving approval for school site selection and acquisition.

Policy Guide 7102 is **RECOMMENDED**

Regulation Guide 7102 is **RECOMMENDED**

### **7130 – School Closing (Revised)**

Policy Guide 7130 – School Closing has been updated providing more detailed information on the assurances a school district must provide to the New Jersey Department of Education and Executive County Superintendent to receive approval to close a school. The 2<sup>nd</sup> paragraph of the existing Policy Guide has been removed as the Guide lists some requirements not included in the administrative code. Some additional requirements have been expanded toward the end of the Policy Guide. The Policy Guide is recommended as it provides comprehensive guidance when a

school district needs direction on receiving approval for school closing. This Policy Guide does not have corresponding Regulation Guide.

Policy Guide 7130 is **RECOMMENDED**

### **7300 – Disposition of Property (Revised)**

Policy Guide 7300 – Disposition of Property and corresponding Regulation Guides 7300.1 – Disposition of Instructional Property, 7300.2 – Disposition of Real Property, 7300.3 – Disposition of Personal Property, and 7300.4 – Disposition of Federal Property have been reviewed and revised to incorporate minor revisions in the administrative code over the past several years. Policy Guide 7300 has several minor revisions, most importantly providing clarification of a district procedure to dispose of scrap or waste school district personal property after there are no bids for the property after a public or a private sale. This Policy Guide is recommended as it provides comprehensive guidance when a school district needs direction on disposal of school property.

Policy Guide 7300 is **RECOMMENDED**

### **R 7300.1 – Disposition of Instructional Property (Abolished)**

This Regulation Guide outlines the procedure for disposal of instructional school district property which was the same procedure required for the disposal of school district personal property as outlined in Regulation Guide 7300.3 – Disposal of Personal Property. Therefore, it is recommended a school district abolish Regulation Guide 7300.1.

Regulation Guide 7300.1 should be **ABOLISHED**

### **R 7300.2 – Disposition of Land (Revised)**

Regulation Guide 7300.2 has been revised to incorporate revisions in the administrative code. State agency names have been updated, additional details on the procedures to be used to dispose of real property have been included. The title “Disposition of Real Property” has been changed to “Disposition of Land” as “land” is in the administrative code title N.J.A.C. 6A:26-7.4. This Regulation Guide is recommended as it provides comprehensive guidance when a school district needs direction on disposal of school district land.

Regulation Guide 7300.2 is **RECOMMENDED**

### **R 7300.3 – Disposition of Personal Property (Revised)**

Regulation Guide 7300.3 has been revised to incorporate revisions in the administrative code. The revisions to this Guide are the addition of a procedure for disposing textbooks as required by N.J.S.A. 18A:34-3, a district procedure to dispose of scrap or waste school district personal property, and requiring Board approval for the sale of any personal property at private sale after



a public sale. This Regulation Guide is recommended as it provides comprehensive guidance when a school district needs direction on disposal of school district personal property.

Regulation Guide 7300.3 is **RECOMMENDED**

#### **R 7300.4 – Disposition of Federal Property (Revised)**

Regulation Guide 7300.4 has been revised to incorporate revisions in the Federal requirements to dispose of property purchased with Federal funds and used in Federal programs. There have been several material revisions in this Guide including some additional definitions: reference to the Federal “Uniform Grant Guidance” as the current source of the Federal requirements for disposition of Federal property in schools; and providing separate disposition procedures for Federal equipment, supplies, and real property as outlined in the Uniform Grant Guidance. This Regulation Guide is recommended as it provides comprehensive guidance when a school district needs direction on disposal of Federal property purchased with Federal funds and used in Federal programs.

Regulation Guide 7300.4 is **RECOMMENDED**

**GOALS:** *The committee members will actively participate in professional dialogue pertaining to policy with the specific focus towards the common core state standards, teacher evaluation, student growth objectives, student growth percentiles and PARCC.*

*The committee members will seek professional learning experiences pertaining to policy with specific focus towards: common core state standards, teacher evaluation, student growth objectives, student growth percentiles, and PARCC.*

**District Name: Long Branch**

Instruction and Program	Yes or N/A = 1 No = 0	Comments
1. Reports to the district board of education and the public on the performance of all students on the New Jersey standardized testing system (N.J.A.C. 6A:8-3.1).	<b>1</b>	
2. Communicates district graduation requirements to all high school students, their families, and the community annually (N.J.A.C. 6A:8-5.1).	<b>1</b>	
3. Implements board-approved new and/or revised curricula that clearly and specifically align with the most recent State Board adopted version of the New Jersey Student Learning Standards (NJSLS) and with the timeline for implementation of curriculum for each content standard (N.J.A.C. 6A:3-3.1).		
(Continued on next page)		

# NJQSAC Statement of Assurance -- School Year 2017-18

Instruction and Program	Yes or N/A = 1 No = 0	Comments
<b>Content Area, Date Standards Were Adopted by the State Board of Education and Required Adoption Date for Districts</b>	Yes or N/A = 1 No = 0	<b>In the boxes below, enter the district board adoption date for each content area. DO NOT ENTER THE ANNUAL READOPTION DATE; ENTER THE MOST RECENT DATE CURRICULUM WAS BOARD ADOPTED TO COMPLY WITH THE MOST CURRENT NJSLS STANDARDS.) If the content area has not been aligned to the standards, provide an explanation.</b>
English Language Arts (State adopted on 5/4/2016; district implementation by 9/2017)	<b>1</b>	9/27/2017
Math (State adopted on 5/4/2016; district implementation by 9/2017)		9/27/2017
Science (State adopted on 7/9/2014; district implementation by: 9/2016 for grades 6-12 and 9/2017 for grades K-5)		9/27/2017(K-5); 5/2016 (6-12)
Social Studies (State adoption on 7/9/2014; district implementation by 9/2015)		9/2017
World Languages (State adoption on 7/9/2014; district implementation by 9/2015)		9/2015
Technology (State adopted on 10/1/2014; district implementation by 9/2015)		Integrated into all content area curricula
21st Century Life and Careers (State adoption on 10/1/2014; district implementation by 9/2015)		Integrated into all content area curricula
Visual and Performing Arts (State adoption on 7/9/2014; district implementation by 9/2015)		5/2016
Comprehensive Health and Physical Education (State adoption on 7/9/2014; district implementation by 9/2015)		5/2017 (K-5); 5/2016 (6-12)

## NJQSAC Statement of Assurance -- School Year 2017-18

Instruction and Program	Yes or N/A = 1 No = 0	Comments
4. Aligns the approved career and technical education program with the State Plan for Career and Technical Education and evaluates the program annually, including the required safety and health program ( <i>N.J.A.C. 6A:19 et seq.</i> ).	<b>1</b>	
5. Has a preschool program plan approved by NJDOE Div. of Early Childhood Education, as per <i>N.J.A.C. 6A:13A-3.1</i> (if district receives State preschool education aid). For those school districts receiving full State funding under the School Funding Reform Act (SFRA) funded per pupil	<b>1</b>	
<b>Instruction &amp; Program Subtotal</b>	<b>5</b>	
<b>Fiscal Management</b>	Yes or N/A = 1 No = 0	<b>Comments</b>
The district:		
1. Follows a budget calendar that was developed and shared with the board annually and that reflects all applicable legal and management requirements.	<b>1</b>	
2. Bases the tuition estimate on an analysis of prior year expenditures and the current year schedule of out-of-district placements from existing contracts.	<b>1</b>	
3. Bases appropriations for capital projects on the district's Long Range Facilities Plan ( <i>N.J.A.C. 6A:26-2.1</i> ) and the comprehensive maintenance plan ( <i>N.J.A.C. 6A:26-20</i> ).	<b>1</b>	
4. Supports other budget lines by a trend analysis of historical expenditures.	<b>1</b>	
5. Includes only line-item transfers or appropriations of surplus for new programs and initiatives contained in the original budget certified for taxes (excluding transfers for health and safety related items and awards of additional state aid or grants for new purposes.	<b>1</b>	
6. Submits initial applications, revisions and final reports for all entitlement and discretionary grants in a timely manner.	<b>1</b>	

## NJQSAC Statement of Assurance -- School Year 2017-18

<b>Fiscal Management</b>		<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
7. Maintains separate accounts and keeps records, by grant (IDEA, Title I, IDEA-ARRA, Education Jobs Funds, etc.) and location as required (Title I, etc.), and/or consolidates accounts for approved school-wide programs as allowed in accordance with the approved budget.		<b>1</b>	
8. Expends federal funds consistent with the approved indirect cost rate.		<b>1</b>	
9. At a minimum, performs a semi-monthly review of the budget status (budget to actual) to ensure that sufficient appropriations are available.		<b>1</b>	
10. Approves purchase orders approved only by the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.		<b>1</b>	
<b>Fiscal Management Subtotal</b>		<b>10</b>	
<b>Governance</b>		<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
The district:			
1. Establishes policies and procedures for the provision of educational programs and services to all students (N.J.A.C. 6A:7 et.seq).		<b>1</b>	
2. Establishes a nepotism policy (N.J.A.C. 6A:23A-6.2)		<b>1</b>	
3. Follows all requirements for the annual organization meeting (N.J.S.A. 18A:10-3 et seq. and 15-1 et seq.).		<b>1</b>	

## NJQSAC Statement of Assurance -- School Year 2017-18

Governance	Yes or N/A = 1 No = 0	Comments
4. Drafts minutes of all meetings, including executive sessions, that reflect all board actions and makes the minutes publicly available within two weeks or by the next board meeting (N.J.S.A. 18A:17-7). When appropriate, the board obtains public input and provides information to district staff as it relates to community expectations. The board also implements the Open Public Records Act (OPRA) pursuant to N.J.S.A. 47:1A-1 et seq.).	<b>1</b>	
5. Requires each board member and administrator to file a timely and properly completed financial and personal/relative disclosure statement each year (N.J.S.A. 18A:12-26). Annually discusses the School Ethics Act and has not been found in violation of the School Ethics Act (N.J.S.A. 18A:12-22).	<b>1</b>	
6. Establishes a travel and related expense reimbursement policy and ensures school board members and all employees operate in accordance with that policy (N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7).	<b>1</b>	
7. Submits new, renegotiated, amended, altered or extended contracts for superintendents, deputy superintendents, assistant superintendents and school business administrators to the Executive County Superintendent (ECS) for review and approval. Takes no formal action to approve or implement such contracts prior to ECS review and approval (N.J.S.A. 18A:7-8, N.J.A.C. 6A:23A-3.1).	<b>1</b>	
8. Approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees only by a roll call majority vote of the full membership of the board upon the recommendation of the Chief School Administrator and acts within 60 days of the CSA's recommendation (N.J.S.A. 18A:27-4.1).	<b>1</b>	

## NJQSAC Statement of Assurance -- School Year 2017-18

Governance	Yes or N/A = 1 No = 0	Comments
9. Approves the monthly board secretary's and treasurer's reports within 60 days of month's end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over-expended ( <i>N.J.A.C. 6A:23A-16.10</i> ).	<b>1</b>	
10. Conducts a public hearing on the proposed budget and formally adopts the budget at a public meeting ( <i>N.J.A.C. 18A:22-7 et seq. and N.J.A.C. 23A:8-1</i> ).	<b>1</b>	
<b>Governance Subtotal</b>	<b>10</b>	
<b>Operations</b>	Yes or N/A = 1 No = 0	<b>Comments</b>
The district:		
1. Conducts all required trainings for school district employees ( <i>N.J.S.A. 18A and N.J.A.C. 6A</i> ).	<b>1</b>	
2. Submits all required NJSMART files by the due dates and has an error rate of less than 2% for each file.	<b>1</b>	
3. Adopts and distributes to all school staff, students and parents a code of student conduct that contains all required elements ( <i>N.J.A.C. 6A:16-7.1</i> ).	<b>1</b>	
4. Collects and reports annually, incidents of violence, vandalism, substance abuse and disruptive behavior to the NJDOE on the Electronic Violence and Vandalism Reporting System (EVVRS). Reports to the board all incidents from the previous year, annually at a public hearing. Analyzes these incidents and identifies activities to address them ( <i>N.J.A.C. 6A:16-5.3</i> ).	<b>1</b>	

## NJQSAC Statement of Assurance -- School Year 2017-18

Operations	Yes or N/A = 1 No = 0	Comments
5. Develops and implements policies and procedures prohibiting harassment, intimidation and bullying (HIB); distributes them to students, parents and staff; and posts the policies and procedures on the district's website ( <i>N.J.S.A. 18A:37-14-18 and N.J.A.C. 6A:16-7.7</i> ).	<b>1</b>	
6. Satisfies all requirements of the Gun-Free Schools Act, 20 USC 7151 and the Title IV Section 4141 of NCLB ( <i>N.J.S.A. 18A:37-7-12 and N.J.A.C. 6A:16-5.5</i> ).	<b>1</b>	
7. Provides for the safety and protection of students through the annual review, development and implementation of a memorandum of agreement (MOA) with law enforcement and implementation of board-approved policies to facilitate cooperation between school staff and law enforcement ( <i>N.J.A.C. 6A:16-6.2</i> )	<b>1</b>	
8. Implements procedures to review and resolve transportation incidents to avoid safety violations and ensures the safety of children including but not limited to meeting Motor Vehicle Commission requirements for bus driver inspections before loading and after drop-off and evacuation drills ( <i>N.J.A.C. 6A:27-11 and 12.1(g)</i> ).	<b>1</b>	
9. Adopts and implements policies and procedures designed to report missing and abused children to law enforcement and child welfare authorities. Appoints and school district liaison and provides training to district employees, volunteers and interns working in the school district ( <i>N.J.A.C. 6A:16-11</i> ).	<b>1</b>	
10. Provides school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. Maintains student health records ( <i>N.J.A.C. 6A:16-2.1 et seq</i> ).	<b>1</b>	
11. Implements the NJDOE-approved school health nursing services plan ( <i>N.J.A.C. 6A:16-2.1(b)</i> ).	<b>1</b>	
12. Implements a board-approved comprehensive guidance and academic counseling program for all students ( <i>N.J.A.C. 6A:8-3.2</i> ).	<b>1</b>	



## NJQSAC Statement of Assurance -- School Year 2017-18

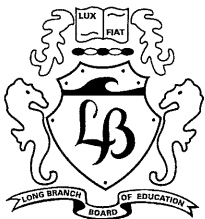
Operations	Yes or N/A = 1 No = 0	Comments
13. Coordinates a comprehensive career education and counseling program with transition services for students with disabilities beginning at age 14 or younger as determined by the Individualized Education Program team (N.J.A.C. 6A:14-3.7(e)11-13).	<b>1</b>	
14. Ensures that each school building has a multidisciplinary team (such as Intervention and Referral Services Team, Pupil Assistance Team and School Resource Committee) as part of its coordinated system for the planning and delivery of intervention and referral services (NJAC 6A:16-8).	<b>1</b>	
15. Provides educational services, either in school or out of school, within five days of the student's removal for disciplinary reasons or absence due to chronic or temporary illness (N.J.A.C. 6A:16-7.2; 7.3 and 10). If the district is a County Special Services School District, it develops and implements procedures for notifying resident district of disciplinary removals or absences due to chronic or temporary illness.	<b>1</b>	
16. Forwards all student records, including disciplinary records, to the school district to which the student has transferred within 10 school days after the transfer has been verified by the requesting school district. Forwards disciplinary records, with respect to suspensions and expulsions, to nonpublic schools (N.J.A.C. 6A:32-7.5(f)10iii and 6A:16-7.10).	<b>1</b>	
17. Provides services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services (N.J.S.A. 18A:46A-1 et seq. and N.J.A.C. 6A:14-6.1 et seq) and Chapter 193 Remedial Services for the Handicapped (N.J.S.A. 18A:46-19.1 et seq and N.J.A.C. 6A:14-6.1).	<b>1</b>	

# NJQSAC Statement of Assurance -- School Year 2017-18

Operations	Yes or N/A = 1 No = 0	Comments
18. Disseminates information about and implements a comprehensive alcohol, tobacco and other drug abuse program. Adopts and disseminates to all school staff, students and parents policies and procedures for the prevention, assessment, intervention, referral for evaluation referral for treatment, discipline for students using alcohol or other drugs and continuity of care ( <i>N.J.S.A. 18A:40A-B and N.J.A.C. 6A:16-1.4(a)18; 6A:16-3-4</i> ).	<b>1</b>	
19. Annually reviews, revises or develops, and implements safety and security plans, procedures and mechanisms in consultation with law enforcement, health, social service and emergency management agencies and other community members, including parents ( <i>N.J.A.C. 6A:16-5.1 et seq</i> ).	<b>1</b>	
20. Implements the NJDOE-approved Comprehensive Equity Plan (CEP) designed to eliminate discrimination according to race, age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability, socioeconomic status, pregnancy or parenthood ( <i>N.J.A.C. 6A:7-1.4</i> ).	<b>1</b>	
<b>Operations Subtotal</b>	<b>20</b>	
<b>Personnel</b>	Yes or N/A = 1 No = 0	Comments
The district:		
1. Utilizes board-approved job descriptions and standards for appointment of each teaching staff member, substitute teacher and other staff including paraprofessional positions. Ensures that all staff are appropriately certified and credentialed for their assignment ( <i>N.J.A.C. 6A:32-4 and N.J.A.C. 6A:9-6.5</i> ).	<b>1</b>	
2. Confirms that new employees have a successful criminal history record check within three months of employment and that they have not been disqualified for employment ( <i>N.J.S.A. 18A:6-7.1 et. seq., 18A:39-19.1 and 18A:6-4.13 et. seq.</i> ).	<b>1</b>	

## NJQSAC Statement of Assurance -- School Year 2017-18

Personnel	Yes or N/A = 1 No = 0	Comments
3. Adopts written policies and procedures for the physical examination of new and existing employees and maintains personnel health records in a secure separate location from personnel files ( <i>N.J.A.C. 6A:32-6.2 and 6.3</i> ).	<b>1</b>	
4. Adopts policies and procedures for the annual evaluation of all tenured and non-tenured teaching staff members by appropriately certified personnel. Distributes the policies to all tenured teaching staff members, including administrators and supervisor, by October 1 ( <i>N.J.A.C. 6A:10</i> ).	<b>1</b>	
5. Uses multiple data sources, (e.g., test scores, needs assessments, attendance data, violence reports) to address current and projected needs and priorities for all school/district staff when providing professional development opportunities. Uses the data sources to analyze the alignment of the district's Professional Development Plan with teaching staff needs ( <i>N.J.A.C. 6A:9-15 et.seq.</i> ).	<b>1</b>	
<b>Personnel Subtotal</b>	<b>5</b>	



# MINUTES

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## ATHLETIC COMMITTEE MEETING

October 10, 2017

5:30pm

Minutes

### COMMITTEE MEMBERS:

James Parnell: Chair  
Mary George  
Bill Dangler

### ADMINISTRATORS:

Michael Salvatore, Ph.D.  
Jason Corley, CMAA

### DISCUSSION:

- I. Team Standings: as of 10/10/2017
- II. Football vs RBC @ Rutgers University
- III. (4) Full Athletic Scholarship Offers: as of 10/10/2017
  - **Mya Daniels:** (Girls Soccer), Rutgers University
  - **De'Aviana Daniels:** (Girls Soccer), Seton Hall University
  - **Timothy Fosque:** (Football), Monmouth University
  - **Kaymar Mimes:** (Football), Monmouth University, Temple University, Rutgers University, Old Dominion University & Wake Forest University
- IV. Shore Conference: 2018-2019 & 2019-2020 Scheduling
  - **Fall Scheduling,** Oct. 17 & 20
  - **Winter Scheduling,** Jan. 16 & 19
  - **Spring Scheduling,** Mar. 20 & 23
- V. NJSIAA: Athletic Eligibility
  - Amateur Athlete
  - Academic Eligibility
  - Transfer

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### ATHLETICS COMMITTEE GOALS

The committee members will actively participate in professional dialog pertaining to the budget development of the athletic department, as well as processes to determine athletic eligibility/ineligibility for student-athletes.

The committee members will seek professional learning experiences pertaining to the following: NJSIAA and NCAA regulations for high school student athletes; educational code; NJ statute; federal guidelines; and policy revisions pertaining to athletics.

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

**RESOLUTION**

**October 17, 2017**

**R E C I T A L S**

A. Mary Beth Corsentino is employed by the Board of Education of the City of Long Branch, in the County of Monmouth ("Board of Education") as a school bus driver;

B. On October 2, 2017, Ms. Corsentino was operating a bus owned by the Board of Education in her capacity as an employee of the Board of Education at which time an accident took place;

C. On October 3, 2017, the Superintendent of Schools, with the consent of the President of the Board of Education, placed Ms. Corsentino on administrative leave with pay pending further action of the Board of Education; and

D. The Board of Education has had an opportunity to review the basis for the Superintendent's action.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Education as follows:

1. The Recitals set forth above are incorporated into and made a part of this Resolution.

2. The Board of Education ratifies and approves the action of the Superintendent of Schools in placing Ms. Corsentino on administrative leave with pay effective October 3, 2017.

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

Ayes: 8  
Nays: 0  
Absent: 1 (Rev. Bennett)  
Date: October 18, 2017

**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 (2) full-time bus driver positions (1452-12-TRANSP-BUDDR) (11-000-270-100-000-12-00).

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

Ayes: 8  
Nays 0  
Absent: 1 (Rev. Bennett)  
Date: October 18, 2017

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

**AMANDA ROA ROSALES**, Alternative Program Academy teacher, effective November 13, 2017.

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

**PATRICIA BRUCKNER**, Gregory School teacher, from November 14, 2017 to February 19, 2018.

**WILLIAM DIADDEZIO**, District Construction Coordinator, effective August 10, 2017 to August 25, 2017.

**TARA EBERT**, Joseph M. Ferraina School teacher, from November 17, 2017 to November 22, 2017.

**MARK GRAZIANO**, Middle School teacher, from October 11, 2017 to November 22, 2017.

**PIERRE JOSEPH**, High School teacher, from, September 1, 2017 to November 30, 2017.

**DENISE ROSA**, High School corridor aide, from November 8, 2017 to November 20, 2017.

**NANCY VALENTI**, Assistant Business Administrator/Assistant Board Secretary, from September 5, 2017 to October 19, 2017.

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

**WILLIAM DIADDEZIO**, District Construction Coordinator, effective August 28, 2017 to October 3, 2017.

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

**WILLIAM DIADDEZIO**, District Construction Coordinator, effective October 2, 2017 to October 17, 2017.

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

**CANDICE BIDNER**, Middle School teacher, effective from November 13, 2017 to January 28, 2018.

**BRITTANY DESANTIS**, George L. Catrambone School teacher, from November 13, 2017 to January 1, 2018.

**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:

**Meghan McCarthy (Amendola)****\$175.00**

School Psychologist, to attend the New Jersey Association of School Psychologist Winter Conference (NJASP) sponsored by New Jersey Association of School Psychologists (NJASP) to be held at Holiday Inn East Windsor, East Windsor, NJ on December 8, 2017 (ACCT: #20-251-200-500-251-20-00).

**Alisa Aquino****\$1000.00**

Personnel Manager, to attend Frontline Education Applicant Tracking Certification Course, sponsored by Frontline Education to be held at Foundation for Educational Administration Conference Center, Monroe Township, NJ on November 29, 30, 2017 (ACCT: #11-000-230-585-390-12-44).

**Nicole Catalano****\$170.00**

Substance Abuse Counselor, to attend Addressing Substance Abuse: Evaluating Programs and Meeting Legal Requirements, sponsored by Foundation for Education (FEA), Legal One, to be held at Foundation for Educational Administration, Monroe Township, NJ on November 30, 2017 (ACCT: #11-000-213-500-316-11-44).

**Diego DeAssis****\$211.00**

Social & Environmental Sustainability Officer, to attend the New Jersey School Board Association Conference, sponsored by New Jersey School Board Association to be held at Convention Center, Atlantic City, NJ on October 23, 24, 2017 (ACCT: # 11-000-230-585-390-12-44).

**Christopher Dringus****\$250.00**

Technology Director, to attend Student Wifi Access - Leveraging School Devices sponsored by New Jersey Technology Study Council to be held Edison, NJ on October 19, 2017 (ACCT: #11-000-252-340-170-12-00)

**JanetLynn Dudick, Ph.D.****\$167.00**

Assistant Superintendent for Pupil Personnel Services, to attend The Special Services Director's Toolkit sponsored by New Jersey Principal & Supervisors Association (NJPSA) & Foundation for Educational Administration (FEA) to be held at Foundation for Educational Administration Conference Center, Monroe, NJ on November 3, 2017 (ACCT: 20-251-200-500-251-20-00)

**Chantal Gudzak****\$179.00**

Supervisor of ELA K-5, to attend the Improving mSGP in New Jersey to Improve Teacher Evaluation sponsored by Great Educators.com to be held in Newark, NJ on November 7, 2017 (ACCT: #11000-230-585-390-12-44).



**Melanie Harding****\$179.00**

Supervisor of Mathematics K-5, to attend the Improving mSGP in New Jersey to Improve Teacher Evaluation sponsored by Great Educators.com to be held in Newark, NJ on November 7, 2017 (ACCT: #11000-230-585-390-12-44).

**Melanie Harding****\$265.00**

Supervisor of Mathematics K-5, to attend the Growth Mindsets in Mathematics and Implementing the New New Jersey Mathematics Standards sponsored by Association of Mathematics Teachers of New Jersey (AMTNJ) to be held at The National Conference Center at the Holiday Inn of East Windsor, East Windsor, NJ on October 26, 27, 2017 (ACCT: #11-000-230-585-390-12-44).

**Elizabeth Muscillo****\$315.00**

21st Century Community Learning Project Director, to attend the New Jersey School-Age Care Coalition (NJSACC) sponsored by New Jersey School-Age Care Coalition (NJSACC) to be held at Marriott Princeton Hotel and Conference Center at Forrestal, Princeton, NJ on November 17, 18, 2017 (ACCT: #20-469-200-580-469-20-10).

**Doreen Regan****\$273.00**

21st Century Community Learning Site Director, to attend the New Jersey School-Age Care Coalition (NJSACC) sponsored by New Jersey School-Age Care Coalition (NJSACC) to be held at Marriott Princeton Hotel and Conference Center at Forrestal, Princeton, NJ on November 17, 18, 2017 (ACCT: #20-469-200-580-469-20-10).

**Francisco Rodriguez****\$163.00**

Amerigo A. Anastasia Principal, to attend the Effective Instructional Practice in Mathematics (Gr. 3-5) sponsored by New Jersey Principal & Supervisors Association (NJPSA)/Foundation for Educational Administration (FEA) to be held at the Foundation for Educational Administration, Monroe Township, NJ on November 14, 2017 (ACCT: #15-000-223-500-100-03-44 & 15-000-240-500-390-03-44).

**Yvelise Vasquez****\$1000.00**

Confidential Secretary Personnel, to attend Frontline Education Applicant Tracking Certification Course, sponsored by Frontline Education to be held at Foundation for Educational Administration Conference Center, Monroe Township, NJ on November 29, 30, 2017 (ACCT: #11-000-230-585-390-12-44).

**Renee Whelan, Ed.D.****\$642.00**

Director of Early Childhood, to attend National Association for the Education of Young Children (NAEYC) sponsored by National Association for the Education of Young Children (NAEYC) to be held at Georgia World Congress Center or the Omni Hotel at CNN Center, Atlanta, Georgia on November 14, 15, 16, 17, 2017 (ACCT: #11-000-230-585-390-12-44)

**Monthly HIB Report**

Reporting Period - September 21, 2017 - October 11, 2017

**Summary:**

Total: Six (6) HIB investigations, six (6) confirmed as HIB

**High School**

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

**Middle School**

Five (5) investigations, five (5) confirmed as HIB

**Long Branch (In District)** - Approximately 14 High School MCI and Autism students to ShopRite on October 10 and 24, November 7 and 21, and December 5 and 19, 2017 at no cost to the district. Students will learn to use addition and subtraction within 20 to solve word problems involving situations of adding to taking from putting together taking apart and comparing with unknowns in all positions e.g. by using objects drawings and equations with a symbol for the unknown number to represent the problem to compare food prices. The children will be chaperoned by L. Dalton, J. Whalen, M. Viera and M. Vacchiano.

**Long Branch (In District)** - Approximately 9 High School MCI students to Seashore Day Camp on October 19, 2017 at no cost to the district. Students will participate in a swimming program every Thursday from October 19, 2017 thru June 14, 2018. They will learn how to swim by a certified swim instructor as part of their CBI activities. The children will be chaperoned by C. Barone, K. Schaubert, R. Nazon, and S. Baker.

**Long Branch (In District)** - Approximately 50 fourth and fifth grade students from Amerigo A. Anastasia School to Long Branch Middle School on November 29, 2017 at no cost to the district. Students will be rehearsing for their performance that they will be performing at the Board of Education meeting. The children will be chaperoned by L. Luckenbill, M. Heggie and L. Zwerin.

**Long Branch (In District)** - Approximately 125 fourth and fifth grade students in band, chorus and dance team from Amerigo A. Anastasia School to Long Branch Middle School on December 4, 2017 at no cost to the district. Students will be rehearsing for the Winter Concert. The performance is an integral part of the Talented Theme curriculum. The children will be chaperoned by J. Luckenbill, L. Zwerin, and M. Heggie.

**Oakhurst** - Approximately 14 High School MCI and Autism students to Bj's Wholesale Club on October 3, 17, 31, November 14, 28, and December 12, 2017 at no cost to the district. Students will learn to spell correctly when completing a grocery list. Use addition and subtraction within 20 to solve word problems involving situations of adding to taking from putting together taking apart and comparing with unknowns in all positions. The children will be chaperoned by L. Dalton, J. Whalen, M. Viera and M. Vacchiano.

**Colts Neck** - Approximately 14 High School MCI and Autism students to Delicious Orchards on November 01, 2017 at no cost to the district. Students will learn to review career goals and determine steps necessary for attainment. They will also learn to identify transferable career skills and design alternate career plans. The children will be chaperoned by L. Dalton, J. Whalen, M. Viera and M. Vacchiano.

**Middletown** - Approximately 35 third and fifth grade students from Amerigo A. Anastasia School to Sunnyside Equestrian Center on October 2, 3, 10, 16, 17, 23, 24, 30, 31 and November 6, 7 and 13, 2017 at a cost not to exceed \$2960. Students will engage in hands-on learning of Equine Science and therapeutic horseback riding. The children will be chaperoned by Mrs. Rodas, Mrs. Koar, Mrs. Caputo and Mrs. Terracciano (Acct. #11-000-219-320-312-11-00).

**Elberon** - Approximately 320 second and third grade students from George L. Catrambone School to Long Branch Public Beach on October 20, 2017 at no cost to the district. The NJCCS social studies students will participate in a advocacy project to inform others about environmental issues at the local or state level and propose possible solutions. The children will be chaperoned by C. Zergebel, A. Stagich and 16 additional chaperones.

**Neptune** - Approximately 88 High School Autism and MCI students from Long Branch High School to Shore Lanes on October 5, 19, 23, 26, 30 and November 2, 27, and 30, 2017 at a cost not to exceed \$3000. The students will be participating in the Special Olympic Bowling practices. The children will be chaperoned by C. Roads, J. Halleran, and J. Trzeskowski and 28 additional chaperones (Acct. #11-401-100-800-312-11-00).

**East Rutherford** - Approximately 40 High School students from Science Technology, Engineering & Mathematics Academy to Federal Reserve Depository on October 24, 2017 at a cost not to exceed \$875. The students in the AP Macro class will be honored by the Federal Reserve Board with a meal, workshop and tour of the depository. The children will be chaperoned by N. Lipman and additional chaperones to be determined (Acct. #15-000-270-512-168-01-00).

**Massachusetts** - Approximately 42 Middle School students from Long Branch Middle School to Boston, Cape Cod, Ma from May 15-17, 2018 at a cost not to exceed \$460. The students will be partaking in the Boston/Cape Cod Whale Watch Study Tour. The children will be chaperoned by C. White, H. Whitmore, R. Stout and K. Smith (Student Funds -M200).

**New York** - Approximately 15 Debate students from Long Branch Middle School to Long Island City, New York on November 11, 2017 at no cost to the district. The children will be partaking in 3-4 rounds of debate for each student. Breakfast and lunch included. An Award Ceremony concludes the day where every student receives a participation certificate and their ballot/feedback from each round, and top debate teams, speakers and schools are recognized. The children will be chaperoned by D. Wartmann and T. King.

**Ocean** - Approximately 22 Middle School Autism and MCI students from Long Branch Middle School to BJ's WholeSale on December 12, 2017 at no cost to the district. The students will be practicing shopping for their Cafe and Bistro and practicing utilizing their money skills. The children will be chaperoned by C. Barone, K. Schuabert, R. Nazon, S. Baker, K. Gooch, C. Matthews, D. Malinowski, and J. Trz.

**Long Branch (In District)** - Approximately 9 Middle School MCI students from Long Branch Middle School to Becca Cookie on October 20, 2017 at no cost to the district. The students will be seeing how the bakery operates and learning about the job of a baker as well as selling baked goods. The children will be chaperoned by C. Barone, K. Schuabert, R. Nazon, and S. Baker.

**New York** - Approximately 20 High School Students from Long Branch High School to Brooklyn Tech, December 16, 2017 at no cost to the district. The students will be partaking in the NYC Urban Debate League Policy Debate Tournament #3. The students will be chaperoned by A. Rubinstein and L. Kulik.

**New York** - Approximately 20 High School students from Long Branch High School to Brooklyn Tech on January 20, 2018 at no cost to the district. The students will be partaking in the NYC Urban Debate League Policy Debate Tournament #4. The students will be chaperoned by A. Rubinstein and L. Kulik.

**New York** - Approximately 20 High School students from Long Branch High School to A. Phillip Randolph Campus High School on February 10, 2018 at no cost to the district. The students will be partaking in the NYC Urban Debate League Policy Debate Tournament #5. The students will be chaperoned by A. Rubinstein and L. Kulik.

**New York** - Approximately 20 High School students from Long Branch High School to Clinton High School on November 18, 2017 at no cost to the district. The students will be partaking in the NYC Urban Debate League Policy Debate Tournament #2. The students will be chaperoned by A. Rubinstein and L. Kulik.

**New York** - Approximately 60 fourth and fifth grade students from the Steam Program to Metropolitan Museum of Art on November 9, 2017 at a cost not to exceed \$2447.00. Chaperoned by E. Muscillo additional chaperones to be determined (21st CCLC - \$2447.00).

**Jersey City** - Approximately 162 Middle School students from George L. Catrambone to Liberty State Park on November 1, 2017 at a cost not to exceed \$4389.00. The students will be visiting Liberty State Park which ties to the historical topic in Treasures program. The students will be chaperoned by N. Brown, T. Morrison, K. Gervolino, S. Vieira, C. Lopes, J. Melendez, R. Luehman and S. Choi (PTO - \$4389.00).

**New York City** - Approximately 20 High School students from Long Branch High School to New York City, New York on October 21, 2017 at no cost to the district. The students will be partaking in the NYC Urban Debate League Policy Debate Tournament. The students will be chaperoned by A. Rubinstein and L. Kulik and A. DeLuca.

**Monroe Township** - Approximately 15 High School students from Long Branch High School to the Foundation Educational Administration Conference Center on October 27, 2017 at no cost to the district. The students will be chaperoned by J. Sickler and B. McAnney.

**Long Branch (In District)** - Approximately 30 students from Joseph M. Ferraina Early Childhood Learning Center to the Long Branch Free Public Library on November 2, 2017 at no cost to the district. This trip will be in support of the Tools of the Mind Literacy components and Preschool Learning Standards. The students will be chaperoned by A. Rugo, C. Benanti, C. Navarro, L. Roberts and M. Levy.

**Long Branch (In District)** - Approximately 30 students from Joseph M. Ferraina Early Childhood Learning Center to the Long Branch Free Public Library on November 16, 2017 at no cost to the district. This trip will be in support of the Tools of the Mind Literacy components and Preschool Learning Standards. The students will be chaperoned by A. Rugo, L. Prosser, T. Ellis, T. McMahon and S. Marra.

**Long Branch (In District)** - Approximately 30 students from Joseph M. Ferraina Early Childhood Learning Center to the Long Branch Free Public Library on November 30, 2017 at no cost to the district. This trip will be in support of the Tools of the Mind Literacy components and Preschool Learning Standards. The students will be chaperoned by A. Rugo, K. Jelks, K. Jelks, L. Casale, D. Carannante and M. Hash.

**Long Branch (In District)** - Approximately 30 students from Joseph M. Ferraina Early Childhood Learning Center to the Long Branch Free Public Library on December 7, 2017 at no cost to the district. This trip will be in support of the Tools of the Mind Literacy components and Preschool Learning Standards. The students will be chaperoned by A. Rugo, M. Carr, J. Throckmorton, N. Bauer and R. Langley-Edwards.

**Long Branch (In District)** - Approximately 30 students from Joseph M. Ferraina Early Childhood Learning Center to the Long Branch Free Public Library on December 14, 2017 at no cost to the district. This trip will be in support of the Tools of the Mind Literacy components and Preschool Learning Standards. The students will be chaperoned by A. Rugo, K. Willis, A. Berry, K. Spitzer and M. Widdis.

**Long Branch (In District)** - Approximately 25 students from Long Branch High School to the Monmouth University Leon-Hess Business School on December 12, 2017 at no cost to the district. This trip will empower and encourage high school students to be better prepared to control their personal finances. The students will be chaperoned by A. Gwathney and M. Whalen.

**Long Branch (In District)** - Approximately 25 students from Long Branch High School to the Monmouth University Financial Literacy Program on November 6, 2017 at no cost to the district. This trip will empower and encourage high school students to be better prepared to control their personal finances. The students will be chaperoned by A. Gwathney and M. Whalen.

**Long Branch (In District)** - Approximately 25 students from Long Branch High School to the Monmouth University Leon-Hess Business School on November 21, 2017 at no cost to the district. This trip will empower and encourage high school students to be better prepared to control their personal finances. The students will be chaperoned by A. Gwathney and M. Whalen.

**Long Branch (In District)** - Approximately 25 students from Long Branch High School to the Monmouth University Leon-Hess Business School on November 13, 2017 at no cost to the district. This trip will empower and encourage high school students to be better prepared to control their personal finances. The students will be chaperoned by A. Gwathney and M. Whalen.

**Long Branch (In District)** - Approximately 15 students from Long Branch Middle School to Seashore Swimming on October 16, 23, 30, November 6, 13, 20, 27, December 4, 11, 18, 2017, January 8, 15, 22, 29, February 5, 12, 19, 26, March 5, 12, 19, April 9, 16, 23, 30, May 7, 14, 21, 28, and June 4, 11, 2018 at no cost to the district. The students will be practicing water safety, following instructions and navigating in a new environment. The students will be chaperoned by E. Villalobos, C. Matthews and D. Malinowski.

**PLACEMENT OF STUDENTS ON HOME INSTRUCTION**

ID# 101100019

ID# 120900018

ID# 80100312

ID# 20210489

ID# 20193421

ID# 20242539

ID# 01003573

ID# 01003740

ID# 91200125

**TERMINATION OF STUDENTS ON HOME INSTRUCTION**

ID# 01004225

ID# 101100019

ID# 20193421

ID# 20242539