

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

MINUTES

DECEMBER 10, 2019

The Agenda Meeting of the Long Branch Board of Education was held in the Long Branch Administrative Office, 540 Broadway, Long Branch, New Jersey.

Mr. Covin called the meeting to order at 6:00 P.M.

ROLL CALL

Mr. Covin - President

Dr. Critelli

Ms. McCaskill

Mrs. Youngblood Brown – Vice President

Mr. Zambrano

Mrs. Peters

Mr. Grant

Rev. Bennett – 6:21 P.M. Mrs. Perez

Administrator's Present

Dr. Salvatore

Dr. Freeman

Mrs. Valenti

Dr. Dudick

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

Nancy L. Valenti, Assistant School Business Administrator/Assistant Board Secretary stated adequate notice of the meeting of the Long Branch Board of Education has been provided by a Schedule of Public Meetings published in the Asbury Park Press. Mrs. Valenti 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.

Mrs. Valenti 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

Mrs. Valenti stated that the objecting member must give supporting reasons.

B. FLAG SALUTE AND PLEDGE OF ALLEGIANCE

Mr. Covin, Board President, saluted the flag and led the Pledge of Allegiance.

C-1. STATEMENT TO THE PUBLIC

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

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

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

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

No one addressed the Board.

Motion was made by Mrs. Perez, seconded by Dr. Critelli and carried by roll call vote that the Board approve the following items (D – H3).

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

D. **APPROVAL OF MINUTES**

That the Board approve the following minutes:

- Agenda Meeting minutes of November 26, 2019
- Executive Session minutes of November 26, 2019

LONG BRANCH PUBLIC SCHOOLS
Long Branch, New Jersey

STUDENT REGISTRATION
(as of November 30, 2019)

	AAA	GLC	GRE	MA	JMFECLC	LWC	TOTAL ELEM	MS	HS	TOTAL
PreK				293	203	234	730			730
Kdg		62	11	104	104	105	386			386
1st	121	145	119				385			385
2nd	98	152	120				370			370
3rd	76	184	104				364			364
4th	87	177	87				351			351
5th	96	175	92				363			363
6th							0	314		314
7th							0	391		391
8th							0	389		389
9th							0		386	386
10th							0		371	371
11th							0		334	334
12th							0		348	348
MCI	15						15	12	13	40
MD							0			0
BD	7						7	12	22	41
LD	62		32				94	57	28	179
AUT	14		15				29	13	14	56
PD						21	21			21
OOD	5	0	3	0	7	1	16	18	21	55
Home Instruction	0	0	0	0	0	0	0	5	3	8
TOTAL	581	895	583	397	314	361	3131	1211	1540	5882

November 2018 Figure										
School	AAA	GLC	GRE	MA	JMFECLC	LWC	Total Elem	MS	HS	Total
Totals	544	880	554	383	329	386	3076	1213	1528	5817

E. **SUPERINTENDENT'S REPORT** – No report

F. **GENERAL ITEMS**

1. **ACCEPTANCE OF THE CORRECTION ACTION PLAN FOR THE FY19 AUDIT**

That the Board accept the Correction Action Plan (CAP) for the June 30, 2019 audit - **APPENDIX F-1.**

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

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

3. **GIFTS TO SCHOOLS**

That the Board accept the following gifts to schools indicated:

Donorschoose.org
Thomas P. Tizzio

Mix of 7 Different Children's Books (Value: \$100)
Donation to Cafe 1160 (Value: \$300)

G. **PERSONNEL ACTION**

1. **CHANGE OF TITLE - RESOLUTION**

That the Board change the title of Inventory Technician to Field Technician and dissolve the title and position of Inventory Technician - **APPENDIX G-1.**

2. **REINSTATEMENT OF EMPLOYEE SUSPENDED WITH PAY**

That the Board reinstate **KELLY LONGO**, as a preschool teacher, effective December 5, 2019 - **APPENDIX G-2.**

3. **SUSPENSION OF EMPLOYEE WITH PAY - RESOLUTION**

That the Board approve the suspension with pay of **PETER SPINA**, Middle School instructional assistant, effective December 5, 2019 - **APPENDIX G-3.**

4. **RETIREMENT**

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

LINDA SEARLES-STONE, School Social Worker, effective January 1, 2020. Ms. Searles-Stone has a total of 27 years of service.

VITA ALAMIA, Instructional Assistant, effective January 1, 2020. Ms. Alamia has a total of 17 years of service.

5. **STAFF TRANSFER FOR THE 2019-2020 SCHOOL YEAR**

That the Board approve the transfer of the following staff member for the 2019-2020 school year as listed:

GABRIELA DEMPSEY from High School health/physical education teacher to High School and Historic High School health/physical education teacher.

6. **STAFF REASSIGNMENT**

That the Board approve **ALBERTO TORRES** be reassigned to the position of General Field Technician, at Step 1, effective January 1, 2020.

G. **PERSONNEL ACTION (continued)**

7. **COACHING/ATHLETIC STIPEND POSITION - WINTER 2019 - 2020**

That the Board approve/ratify the following coaching/athletic stipend appointment:

Volunteer Coach - Winter

William George

Wrestling

Volunteer - no salary/stipend

8. **FUNDED STIPEND POSITIONS - 2019-2020 SCHOOL YEAR**

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

**BEFORE/AFTER SCHOOL EXTENDED LEARNING PROGRAMS (Title 1 funded)
(December 2, 2019 - May 8, 2020)**

Elementary Extended Day Tutoring Program Teachers

\$25.24/hr.

AAA: Beth Gregory, Katherine Walsifer

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

That the Board approve/ratify the pensionable stipend position as listed below:

HISTORIC HIGH SCHOOL

6th Period Stipend

\$4,500 (prorated for 45 days)

Gabriela Dempsey

10. **APPOINTMENT OF SUBSTITUTES FOR THE 2019-2020 SCHOOL YEAR**

That the Board approve the following substitutes as listed for the 2019-2020 school year:

SUBSTITUTE GUIDANCE COUNSELOR

Sydney Lasquinha

SUBSTITUTE INSTRUCTIONAL ASSISTANTS

Charles Taylor Jr.

SUBSTITUTE SECRETARIES (*pending fingerprint clearance)**

Angela Alcott, Ly'Kerria Richardson*

SUBSTITUTE TEACHERS (*pending fingerprint clearance)**

Abdelkader Belhadj, Dilianie Santos*, Charles Taylor Jr.

11. **ATTENDANCE AT CONFERENCES / MEETINGS**

That the Board approved the attendance of staff members indicated on the attached list at the conferences indicated - **APPENDIX G-4.**

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

That the Board approve/ratify the family/medical leaves of absence as listed on - **APPENDIX G-5.**

G. **PERSONNEL ACTION (continued)**

13. **TEACHER/MENTOR PROGRAM - 2019 - 2020 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:

LOCATION

JMF

TEACHER

Brittney Ramsey

MENTOR

Patrice Perez

14. **CHANGE IN TRAINING LEVEL - 2019 - 2020 SCHOOL YEAR**

That the Board approve/ratify a change in training level for the following individual, effective January 1, 2020:

ANNE GILL, High School Teacher, from MA to MA +30 on the teacher's salary guide.

15. **STUDENT TEACHER/INTERN PLACEMENT**

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

Western Governors University

Fabianne Flores Tirado

Middle School
Anastasia

January 2020 - May 2020

Camille Barone-Simon
Mary Mazzacco &
Shawn O'Neill

Georgian Court

Sheree Gray

Gregory

January 2020 - May 2020

Melissa Joyce

H. **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 H-1**.

2. **FIELD TRIP APPROVALS**

That the Board approve/ratify the field trips indicated (which will be labeled **APPENDIX H-2** and made a 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 H-3**.

Rev. Bennett arrived at 6:21 P.M.

Motion was made by Mrs. Peters, seconded by Dr. Critelli and carried by roll call vote that the Board approve the following item (4).

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

4. **RESOLUTION FOR CLOSED EXECUTIVE SESSION – 6:21 P.M.**

That the Board approve the following Resolution -

RESOLUTION

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

WHEREAS, the Long Branch Board of Education wishes to discuss **the suspension with pay of Peter Spina and the employment status of Kelly Longo** with the resulting action being made public when a proper conclusion has been reached and there is no longer a need for confidentiality;

NOW, THEREFORE BE IT RESOLVED, the Long Branch Board of Education will hold a closed Executive Session immediately in the Board Conference Room, 540 Broadway, Long Branch, New Jersey. It is anticipated that the closed session will not last longer than 30 minutes. Action may be taken in the public portion of the meeting upon recessing of this Executive Session back into the open public meeting.

Nancy L. Valenti
Assistant School Business Administrator/Assistant
Board Secretary

Ayes: 9
Nays: 0
Absent: 0
Date: December 10, 2019

The Board returned to open session at 6:39 P.M.

ROLL CALL

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

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

Mrs. Youngblood Brown asked a question regarding a review of staffing at the School Based Youth Services.

Dr. Dudick stated that DCFS had evaluated the services and have suggested ways to improve the program.

Mr. Grant asked if there is a need for additional staff. Dr. Salvatore responded that there is a grant that pays for some staff and the Board pays the balance. The YMCA services the students who require a high level of care.

Mr. Zambrano discussed the inability for parents to pick up their children during the lockdown in Jersey City and asked if the Board has a policy for this.

Dr. Salvatore stated there is not a policy however we have procedures in place. During this type of a situation the police would shut down all surrounding streets and block entry to the building.

Mr. Zambrano questioned the date of the Re-organization meeting stating that he had a conflict with the date.

After discussion amongst the members it was decided to change the meeting from January 7, 2020 at 6:00 P.M. to January 8, 2020 at 6:30 P.M.

J. **ADJOURNMENT – 6:59 P.M.**

There being no further discussion, motion was made by Mrs. Perez, seconded by Ms. McCaskill and carried by roll call vote that the Board adjourn the meeting at 6:59 P.M.
Ayes (9), Nays (0), Absent (0)

Nancy L. Valenti
Assistant School Business Administrator/Assistant
Board Secretary

CORRECTIVE ACTION PLAN

NAME OF SCHOOL DISTRICT: LONG BRANCH COUNTY: MONMOUTH

TYPE OF AUDIT: ANNUAL

DATE OF BOARD MEETING: November 26, 2019

CONTACT PERSON: PETER E. GENOVESE III, RSBO, QPA

TELEPHONE NUMBER: 732.571.2868, Ext. 40100

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Findings	Correction Action Approved by the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
1. The district did not submit to the Executive County Superintendent requests for approval for all budget transfers exceeding 10%.	12/10/19	The district will submit to the Executive County Superintendent requests for approval of all budget transfers exceeding 10%.	Nancy L. Valenti Assistant School Business Administrator/Assistant Board Secretary	1/1/20
2. During the audit of the 3% verification of lunch applicants, one student was not properly classified.	12/10/19	The district will utilize the 3% lunch application verification process to identify and correct misclassifications. Once the applications have been verified, the Fiscal Analyst will review the applications prior to submission.	Rina Munson Fiscal Analyst	1/1/20
3. Instances were identified where cash receipts from student body activities were not promptly deposited.	12/10/19	Written procedures for the receipt, control and deposit of student fund accounts will be re-issued to district staff responsible for the oversight of student funds. Additionally, receipt logs will be inspected by the Business Office on a quarterly basis to ensure compliance.	Peter E. Genovese, III, RSBO, QPA School Business Administrator/Board Secretary	1/1/20

CHIEF SCHOOL ADMINISTRATOR 12/10/19 SCHOOL BUSINESS ADMINISTRATOR/ 12/10/19

DATE DATE

BOARD SECRETARY

APPENDIX F-1

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 changes the title of Inventory Technician to General Field Technician, effective January 1, 2020.

FURTHER, it is the recommendation of the Superintendent of Schools that the title and position of Inventory Technician be dissolved, effective December 31, 2019.

Nancy L. Valenti
Assistant School Business Administrator/Assistant Board
Secretary

Ayes: 8
Nays: 0
Absent: 1 (Rev. Bennett)
Date: December 10, 2019

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, suspended **KELLY LONGO**, a preschool teacher, with pay effective June 12, 2019 pending the results of an investigation.

NOW THEREFORE BE IT RESOLVED, that the Board of Education, reinstate **KELLY LONGO** to a preschool teacher position, effective December 5, 2019.

Nancy L. Valenti
Assistant School Business Administrator/Assistant Board
Secretary

Ayes: 8
Nays: 0
Absent: 1 (Rev. Bennett)
Date: December 10, 2019

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, suspended with pay **PETER SPINA**, Middle School instructional assistant, effective December 5, 2019.

Nancy L. Valenti
Assistant School Business Administrator/Assistant Board
Secretary

Ayes: 8
Nays: 0
Absent: 1 (Rev. Bennett)
Date: December 10, 2019

CONFERENCES

Note: The following staff members are being approved only for registration and mileage (not to exceed \$.35 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.

Elsa Ates **\$279.00**

MS World Language Teacher, to attend Increase Motivation and Learning in your World Language Classroom, sponsored by the Bureau of Education & Research (BER) to be held on **January 22, 2020** at American Hotel, Freehold, NJ (ACCT: 15-000-223-500-100-02-44).

Claudia Giron **\$279.00**

AWC Social Studies Teacher, to attend 101 Most Powerful Strategies to Enhance Social Studies Instruction (6-12), sponsored by the Bureau of Education & Research (BER) to be held on **January 9, 2020** at Westin Mount Laurel, Mount Laurel, NJ (ACCT: 15-000-223-500-100-06-44).

Jennifer Knaup **\$279.00**

AWC Resource Teacher, to attend Dyslexia: Help Children Who Struggle to Successfully Read, Write and Spell (Gr. K-6), sponsored by the Bureau of Education & Research (BER) to be held on **January 8, 2020** at American Hotel, Freehold, NJ (ACCT: 15-000-223-500-100-06-44).

Michael Salvatore, Ph.D. **\$2,825.00**

Superintendent of Schools, to attend Governing Board & National Conference on Education 2020, sponsored by the American Association of School Administrators (AASA) to be held on **February 11, 12, 13, 14, 15, 2020** at San Diego Convention Center, San Diego, CA (ACCT: 11-000-230-585-390-12-44).

INTENTION TO RETURN FROM FAMILY/MEDICAL LEAVE OF ABSENCE

JUDITH EDWARDS, A.A. Anastasia School teacher, effective January 6, 2020.

MEGAN LEVY, Joseph M. Ferraina Early Childhood Learning Center instructional assistant, effective January 6, 2020.

MARTHA DAZA-MARTINS, Joseph M. Ferraina Early Childhood Learning Center custodian, effective November 25, 2019.

JORGE MOTA, Middle School corridor aide, effective October 28, 2019.

ELIZABETH PARKER, High School teacher, effective January 6, 2020.

LUIS RODRIGUEZ, High School custodian, effective December 30, 2019.

AMANDA ROA-ROSALES, High School teacher, effective November 18, 2019.

SOCORRO SANCHEZ-SARTORIO, Lenna W. Conrow School instructional assistant effective December 3, 2019.

FAMILY/MEDICAL LEAVE OF ABSENCE USING SICK DAYS

JILLIAN CLEMENTE, A.A. Anastasia School teacher, from February 18, 2020 to May 4, 2020.

PATRICIA DELEHANTY, Middle School teacher, from January 17, 2020 to April 13, 2020.

ALLYSSA LOMPADO, High School teacher, from January 6, 2020 to January 15, 2020.

CATARINA LOPES, George L. Catrambone School teacher, from December 16, 2019 to March 26, 2020.

LUIS RODRIGUEZ, High School custodian, from November 12, 2019 to December 6, 2019.

SOCORRO SANCHEZ-SARTORIO, Lenna W. Conrow School instructional assistant from November 13, 2019 to December 2, 2019.

FAMILY/MEDICAL LEAVE OF ABSENCE USING URGENT BUSINESS DAYS

JILLIAN CLEMENTE, A.A. Anastasia School teacher, from May 5, 2020 to May 7, 2020.

MARTHA DAZA-MARTINS, Joseph M. Ferraina Early Childhood Learning Center custodian, from November 4, 2019 to November 6, 2019.

JORGE MOTA, Middle School corridor aide, from October 7, 2019 to October 8, 2019.

AMANDA ROA-ROSALES, High School teacher, from November 11, 2019 and November 12, 2019.

FAMILY/MEDICAL LEAVE OF ABSENCE USING MINUS SUB PAY DAYS

MARTHA DAZA-MARTINS, Joseph M. Ferraina Early Childhood Learning Center custodian, from November 7, 2019 and November 8, 2019.

AMANDA ROA-ROSALES, High School teacher, from November 13, 2019 and November 15, 2019.

FAMILY/MEDICAL LEAVE OF ABSENCE USING VACATION DAYS

MARTHA DAZA-MARTINS, Joseph M. Ferraina Early Childhood Learning Center custodian, from October 29, 2019 to November 1, 2019, November 13, 2019, November 18, 2019 to November 22, 2019.

FAMILY/MEDICAL LEAVE OF ABSENCE USING UNPAID DAYS

JILLIAN CLEMENTE, A.A. Anastasia School teacher, from May 8, 2020 to June 18, 2020.

ALLYSSA LOMPADO, High School teacher, from January 16, 2020 to June 18, 2020.

KELLY LONGO, Morris Avenue School teacher, from December 5, 2019 to June 18, 2020.

CATARINA LOPES, George L. Catrambone School teacher, from March 27, 2020 to June 30, 2020.

JORGE MOTA, Middle School corridor aide, from October 9, 2019 to October 25, 2019.

Monthly HIB Report

Reporting Period - November 27, 2019 - December 10, 2019

Summary:

Total: One (1) HIB investigation, one (1) confirmed

High School

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

PLACEMENT OF STUDENT ON HOME INSTRUCTION (RESIDENTIAL)

ID#20241567

Learn Well

PHP: 30 days at a rate of \$54.50 per hour - 10 hours per week = \$2,180.00