

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

**MINUTES**

**DECEMBER 15, 2015**

The Workshop Meeting of the Long Branch Board of Education was held at 540 Broadway, Long Branch, New Jersey

The meeting was called to order by Mr. Parnell, Board President, at 7:00 P.M.

**A. ROLL CALL**

|                              |                         |              |
|------------------------------|-------------------------|--------------|
| Mr. Parnell – President      | Mr. Grant               | Mr. Zambrano |
| Mrs. George – Vice President | Dr. Critelli            | Mr. Covin    |
| Mrs. Perez                   | Mr. Dangler – 7:32 P.M. | Mrs. Widdis  |

**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**

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

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

Mr. Parnell 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. The Board will not respond to questions during the public participation portion of this meeting involving the employment, appointment, termination of employment, negotiations, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific, prospective or current employee.

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

No one addressed the Board.

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

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

**D. APPROVAL OF MINUTES**

That the Board approve the following minutes:

- Agenda Meeting minutes of November 17, 2015
- Executive Session minutes of November 17, 2015
- Regular Meeting minutes of November 18, 2015

**E. SECRETARY’S REPORT**

**1. BUDGET TRANSFER REPORTS – FY16 OCTOBER 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, FY16 October Transfers as listed be approved for the month ending October 31, 2015.

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

Ayes: 8  
Nays: 0  
Absent: 1 (Mr. Dangler)  
Date: December 15, 2015

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

2. **BOARD SECRETARY'S REPORT – OCTOBER 31, 2015**

That the Board approve the Board Secretary's Report for the month ending October 31, 2015 (which will be labeled **APPENDIX E-2** and made part of the permanent minutes upon Board approval).

3. **REPORT OF THE TREASURER – OCTOBER 31, 2015**

That the Board approve the Report of the Treasurer for the month ending October 31, 2015 (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 October 31, 2015 Board Secretary's Report, no line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(a).

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

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

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 October 31, 2015 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 (Mr. Dangler)  
Date: December 15, 2015

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

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

Ayes (7), Nays (0), Abstain (1) Dr. Critelli, Absent (1) Mr. Dangler

6. **BILLS AND CLAIMS – OCTOBER 22 - 31, 2015, NOVEMBER 1 - 30, 2015 AND DECEMBER 1 - 15, 2015 FOR CHRIST THE KING**

That the Board approve the October 22 - 31, 2015, November 1 - 30, 2015 and December 1 - 15, 2015 bills and claims for Christ the King (which will be labeled **APPENDIX E-4** and made part of the permanent minutes upon Board approval).

Motion was made by Mrs. Widdis, seconded by Mrs. George and carried by roll call vote that the Board approve the following items (E7 – 9).

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

7. **BILLS AND CLAIMS – OCTOBER 22 - 31, 2015, NOVEMBER 1 - 30, 2015 AND DECEMBER 1 - 15, 2015 EXCLUDING CHRIST THE KING**

That the Board approve the October 22 - 31, 2015, November 1 - 30, 2015, December 1 - 15, 2015 bills and claims excluding Christ the King (which will be labeled **APPENDIX E-4** and made part of the permanent minutes upon Board approval)

8. **RECONCILIATION MONTHLY OPERATING REPORT – SODEXO – NOVEMBER 30, 2015**

That the Board approve the monthly operating report for the Sodexo Corporation, Food Service Management Company for the Long Branch School District for November 30, 2015 (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 NOVEMBER 30, 2015**

That the Board approve the monthly reports for the Athletic Fund, the Elementary Schools, Middle School, and High School Student Funds as of November 30, 2015 (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 November 30, 2015)

|                     | AAA        | GLC        | GRE        | MA         | JMFECLC    | LWC        | TOTAL<br>ELEM | MS          | HS          | TOTAL       |
|---------------------|------------|------------|------------|------------|------------|------------|---------------|-------------|-------------|-------------|
| PreK                |            |            |            | 284        | 238        | 281        | 803           |             |             | 803         |
| Kdg                 |            | 46         |            | 127        | 115        | 108        | 396           |             |             | 396         |
| 1st                 | 121        | 171        | 99         |            |            |            | 391           |             |             | 391         |
| 2nd                 | 81         | 144        | 111        |            |            |            | 336           |             |             | 336         |
| 3rd                 | 128        | 163        | 123        |            |            |            | 414           |             |             | 414         |
| 4th                 | 98         | 166        | 111        |            |            |            | 375           |             |             | 375         |
| 5th                 | 119        | 146        | 114        |            |            |            | 379           |             |             | 379         |
| 6th                 |            |            |            |            |            |            | 0             | 345         |             | 345         |
| 7th                 |            |            |            |            |            |            | 0             | 343         |             | 343         |
| 8th                 |            |            |            |            |            |            | 0             | 350         |             | 350         |
| 9th                 |            |            |            |            |            |            | 0             |             | 392         | 392         |
| 10th                |            |            |            |            |            |            | 0             |             | 310         | 310         |
| 11th                |            |            |            |            |            |            | 0             |             | 325         | 325         |
| 12th                |            |            |            |            |            |            | 0             |             | 308         | 308         |
| MCI                 | 21         |            |            |            |            |            | 21            | 7           | 8           | 36          |
| MD                  |            |            |            |            |            |            | 0             |             |             | 0           |
| BD                  |            |            |            |            |            |            | 0             | 13          | 16          | 29          |
| LD                  | 19         | 32         | 54         |            |            |            | 105           | 25          | 14          | 144         |
| AUT                 | 15         |            | 15         |            |            |            | 30            | 14          | 3           | 47          |
| PD                  |            |            |            |            |            | 27         | 27            |             |             | 27          |
| OOD                 | 5          | 3          | 3          |            |            | 2          | 13            |             | 25          | 38          |
| Home<br>Instruction |            |            |            |            |            |            | 0             |             |             | 0           |
| <b>TOTAL</b>        | <b>607</b> | <b>871</b> | <b>630</b> | <b>411</b> | <b>353</b> | <b>418</b> | <b>3290</b>   | <b>1097</b> | <b>1401</b> | <b>5788</b> |

| November 2014 Figures |     |     |     |         |     |      |      |       |  |
|-----------------------|-----|-----|-----|---------|-----|------|------|-------|--|
| AAA                   | GLC | GRE | MA  | JMFECLC | LWC | MS   | HS   | TOTAL |  |
| 608                   | 854 | 631 | 340 | 432     | 433 | 1122 | 1306 | 5726  |  |

**F. GENERAL ITEMS**

Motion was made by Mr. Covin, seconded by Mrs. Perez and carried by roll call vote that the Board approve the following items (F1 – 8)  
 Ayes (8), Nays (0), Absent (1) Mr. Dangler

**1. CONSOLIDATED CHANGE ORDERS #1, #2 AND #3 -**

That the Board approve the following Resolution for change orders #1, #2 and #3 for renovations to the old High School:

**WHEREAS**, Tormee Construction, Inc. has requested consolidated change orders #1, #2 and #3 for proposed renovations at the old High School pursuant to NJAC 6:20-8.3, be granted for the following:

| <b>CHANGE ORDER NUMBER</b> | <b>DESCRIPTION</b>   | <b>UNITS</b> | <b>UNIT PRICE</b> | <b>INCREASE/ DECREASE IN PRICE</b> |
|----------------------------|--|--------------|-------------------|------------------------------------|
| 1                          | Upgrade electrical switchgear  | 1            | \$42,140.00       | \$42,140.00                        |
| 1                          | Additional code required electrical work   | 1            | \$0.00            | \$0.00                             |
| 1                          | Additional code required fire protection work  | 1            | \$0.00            | \$0.00                             |
| 1                          | Remove additional wiring and eliminate conduit in basement area as per RFI #7  | 1            | -\$2,900.00       | -\$2,900.00                        |
| 1                          | Eliminate reverse return leg of hot water system   | 1            | -\$11,500.00      | -\$11,500.00                       |
| 1                          | Eliminate 2 <sup>nd</sup> floor ATC controls, install thermostatic controls  | 1            | -\$45,000.00      | -\$45,000.00                       |
| 2                          | Replace dry-rotted prescenum stage curtain (21 oz. lined) (hunter green)   | 1            | \$6,688.00        | \$6,688.00                         |
| 2                          | Replace dry-rotted side and rear stage curtains (black)  | 1            | \$9,530.00        | \$9,530.00                         |
| 2                          | Credit for base bid work (cleaning and fireproofing the existing curtains)   | 1            | -\$4,894.00       | -\$4,894.00                        |
| 3                          | Replace entire gym floor:  |              |                   |                                    |
| 3                          | New 2 <sup>1</sup> / <sub>4</sub> " x 3 <sup>3</sup> / <sub>4</sub> " second and better maple flooring over mat vapor shield | 454          | \$8.35            | \$37,914.00                        |
| 3                          | Remove and dispose of existing wood flooring   |              |                   |                                    |
| 3                          | Additional floor demo  |              |                   |                                    |
| 3                          | Additional vented base   |              |                   |                                    |
| 3                          | Rubber transition strips at VCT flooring   |              |                   |                                    |
| 3                          | New medal saddles at doors   |              |                   |                                    |
| 3                          | Credit of base bid flooring on weight room   | 1            | -\$3,149.00       | -\$3,149.00                        |
| 3                          | Relocate installed piping at former weight room wall   | 1            | \$6,900.00        | \$6,900.00                         |
| 3                          | Option 3 to include base bid work but subtracted from total  |              |                   | -\$11,189.00                       |
| <b>TOTAL</b>               |  |              |                   | <b>\$24,540.00</b>                 |

F. **GENERAL ITEMS (continued)**

1. **CONSOLIDATED CHANGE ORDERS #1, #2 AND #3 (continued)**

**WHEREAS**, the total for the consolidated change orders #1, #2 and #3 for the renovations to the old High School is \$24,540 and,

**WHEREAS**, said change orders will go against the Board's contingency,

**NOW THEREFORE, BE IT RESOLVED** that the Board of Education of the City of Long Branch, in the County of Monmouth ("Board of Education") authorize said change orders.

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

Ayes: 8  
Nays: 0  
Absent: 1 (Mr. Dangler)  
Date: December 15, 2015

Dr. Salvatore and Mr. Genovese reviewed with the Board in detail the change orders for the renovations to the old High School.

2. **AUTHORIZATION TO FILE THE BUILDING CAPACITY FOR CAREER PATHWAYS GRANT APPLICATION**

That the Board approve the filing of the Building Capacity for Career Pathways: A Pilot Program for Comprehensive High Schools grant application in the amount of up to \$100,000.

That the Board authorize **Bridgette Burt**, Funded Grants Supervisor, to serve as the district's contact person for the above actions.

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

3. **APPROVAL OF REVISED PAYMENT SCHEDULE FOR SOLAR LEASE PAYMENTS**

That the Board approve the revised payment schedule for the solar lease payments, specifically transferring the \$2,230,000 January principal payment to July 1, 2016 as approved by First Niagara Leasing, Inc.

4. **APPROVAL TO RATIFY THE SUBMISSION OF THE FY17 EARLY CHILDHOOD BUDGET**

That the Board approve/ratify the submission of the FY17 Early Childhood budget to the Department of Education (**APPENDIX F-1**).

Mr. Genovese reviewed the Early Childhood Budget with the Board, highlighting the fact that Pre-School aid no longer supports the Pre-School budget.

F. **GENERAL ITEMS (continued)**

5. **APPROVAL TO TERMINATE AND APPOINT STOP LOSS CARRIERS**

That the Board approve the termination, effective December 31, 2015 of the current medical insurance stop loss policy offered by IHC Risk Solutions, underwritten by Standard Security Life Insurance Company of New York and accept the proposal effective January 1, 2016 for medical insurance stop loss coverage from Houston Casualty Company, offered via Meritain Health at a fee not to exceed \$573,670.56 (which will be labeled **APPENDIX F-2** and made part of the permanent minutes upon Board approval).

Dr. Salvatore reviewed the change of stop loss carriers effective January 1, 2016, which in essence gives the Board coverage for claims at a lower attachment point from the previous vendor.

6. **APPROVAL OF FIRST AMENDMENT TO THE INTEGRITY HEALTH CLIENT SERVICES AGREEMENT**

That the Board approve the first amendment to the Integrity Health Client Services agreement which allows the Board of Education to terminate the contract with 90 days written notice

7. **APPROVAL OF AFFIRMATION FOR SERVICES**

That the Board approve the affirmation for services in the agreement between Integrity Health and Aetna Life Insurance Company and Meritain Health, Inc.

Mr. Genovese explained the agreement Integrity Health has with Aetna Life which remains the responsibility of the Board even if the relationship with Integrity Health were to end.

8. **APPROVAL OF LEASE PURCHASE FOR COPIER SERVICES**

That the Board approve Atlantic Office at a cost of \$597,997.80 to provide copier services on a lease purchase basis over a 5 year period:

|                                 | <b>ATLANTIC OFFICE</b> | <b>STEWART BUSINESS SYSTEMS</b> | <b>RICOH</b>   |
|---------------------------------|------------------------|---------------------------------|----------------|
| Large Machine                   | <b>Savin 8100S</b>     | Xerox D95CP                     | Ricoh Pro8100s |
| Small Machine                   | <b>Savin MP3554SP</b>  | Xerox 5335PT                    | Ricoh MP3554SP |
| Lease per month                 | <b>\$9,966.63</b>      | \$10,323.57                     | \$10,250.00    |
| Lease over 5 years              | <b>\$597,997.80</b>    | \$619,414.20                    | \$615,000.00   |
| Less Equipment Trade-In         |                        |                                 | \$16,875.00    |
| Buy Out                         |                        | \$1.00                          | \$1.00         |
| Total Cost over 5 years (Lease) | <b>\$597,997.80</b>    | \$619,415.20                    | \$598,126.00   |



F. **GENERAL ITEMS (continued)**

Motion was made by Mrs. Widdis, seconded by Mr. Covin and carried by roll call vote that the Board approve the following item (E9).

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

9. **RESOLUTION FOR CLOSED EXECUTIVE SESSION – 7:19 P.M.**

**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 of Anthony Brazile and the suspension of Rufino Rodriguez** 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 60 minutes. Action may be taken in the public portion of the meeting upon recessing of this Executive Session back into the open public meeting.

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

Ayes: 8  
Nays: 0  
Absent: 1 (Mr. Dangler)  
Date: December 15, 2015

Mr. Dangler arrived at 7:32 P.M. while the Board was in Executive Session.

**ROLL CALL**

|                              |              |              |
|------------------------------|--------------|--------------|
| Mr. Parnell – President      | Mr. Grant    | Mr. Zambrano |
| Mrs. George – Vice President | Dr. Critelli | Mr. Covin    |
| Mrs. Perez                   | Mr. Dangler  | Mrs. Widdis  |

G. **PERSONNEL ACTION**

Motion was made by Mr. Covin, seconded by Mrs. Widdis and carried by roll call vote that the Board approve the following items (G1 – 3).

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

1. **SUSPENSION OF EMPLOYEES**

That the Board approve the Resolution to suspend Anthony Brazile and Rufino Rodriguez as listed on **APPENDIX G-1(a) and G-1(b)**.

**G. PERSONNEL ACTION (continued)**

**2. APPROVAL OF CHANGE OF TITLES - RESOLUTION**

That the Board approve the change of job titles for the positions as listed on **APPENDIX G-2**.

Dr. Salvatore reviewed with the Board the job title changes as well as Ms. Dudick's responsibility for Pupil Personnel and Personnel.

Dr. Salvatore – Through these transfers I am anticipating a \$15,000 net savings when you factor in all of the moves.

**3. APPOINTMENT OF ASSISTANT SUPERINTENDENT FOR PUPIL AND PERSONNEL SERVICES**

That the Board approve the appointment of **JANETLYNN DUDICK** as Assistant Superintendent for Pupil and Personnel Services effective January 1, 2016 at the prorated salary \$153,932 (Acct#. 11-000-230-100-000-10-00) (UPC #1431-10-OFCSA-ASTSUP).

Motion was made by Mr. Covin, seconded by Mrs. George and carried by roll call vote that the Board approve the following items (G4 – 15).

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

**4. APPROVAL TO CHARGE SALARIES TO FEDERAL GRANTS FOR FY 2015**

That the Board approve/ratify the following individual and their respective allocation of federal salaries to be charged to the federal grants for FY2015 as listed:

| <u>Name</u>  | <u>Grant</u>   | <u>Amount</u> |
|--------------|----------------|---------------|
| Kelly Disler | IDEA Preschool | \$33,536.00   |

**5. RESIGNATION - CONTRACTED POSITION**

That the Board accept the resignation of the following individuals:

**ELAINE CHAVEZ**, George L. Catrambone School teacher, effective January 29, 2016.

**ERIKA TUSI**, Middle School teacher, effective January 19, 2016.

**ALLYSON WINTER**, Middle School, English Language Arts teacher, effective January 26, 2016.

**FRANK OLIVADOTI**, district groundsman, effective December 15, 2015.

**6. RESIGNATION - STIPEND POSITION**

That the Board accept the resignation of the following individuals:

**ELAINE CHAVEZ**, George L. Catrambone School, After School Program, effective November 16, 2015

**ELAINE CHAVEZ**, George L. Catrambone School, ELA Extended Day Learning Program teacher/tutor, effective November 16, 2015

**ERIKA TUSI**, Middle School, Mathematics Head Teacher, effective January 19, 2016.

**ERIKA TUSI**, Middle School, Mentor, effective January 19, 2016.

**ALLYSON WINTER**, Middle School, English Language Arts Head Teacher, effective January 26, 2016

**G. PERSONNEL ACTION (continued)**

**7. RETIREMENT**

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

**CATHERINE BARONE**, George L. Catrambone School teacher, effective June 30, 2016. Mrs. Barone has 15 years of service.

**THOMAS CIANFLONE**, Gregory School teacher, effective June 30, 2016. Mr. Cianflone has 14 years of service.

**8. PART-TIME AND STIPEND APPOINTMENTS - 2015-2016 SCHOOL YEAR**

That the Board approve/ratify the appointment of the following stipends for the 2015-2016 school year:

**ELA Extended Day Learning Program (funding w/CEIS Funds)** \_\_\_\_\_ \$25.00/hr.

Ebone Lawrence (GRE), effective November 23, 2015

**ST Math Tutorial Teacher**

Megan Renzo-Mazza (MS) \$25.00/hr.

**Middle School Online Reading Challenge Teachers**

\$25.00

Gina Vodola, Maryann Moriarity, Renee Diallo, Sharyn Babitsky

**Middle School Math Head Teacher**

\$3,950

Cheryl Stavola, effective January 19, 2016  
(*prorated*)

(\*to be

**New Hope Tutorial Program Student Tutor**

\$8.24/hr.

Sharee Lambert

**9. SUBSTITUTE TEACHERS**

That the Board approve the following substitute teachers:

Ronald Gallagher

Rocio Tenhunen

Stephen Plunkett

Clifford Taylor

Efrat Gelman

Symone Powell

James Mirarchi

William Johnson

Lauren McDonald

Robert Corsi

Cynthia Badillo

**10. SUBSTITUTE INSTRUCTIONAL ASSISTANT**

That the Board approve the following substitute instructional assistant:

Renee Moore

**11. CHANGE OF TRAINING LEVEL**

That the board approve a change in training level for the following individuals effective January 1, 2016:

**CHRISTOPHER PORGES**, High School teacher, to move from BA+30 to MA on teacher's salary guide.

**AMANDA RUSSO**, Pupil Personnel teacher, to move from MA to MA+30 on teacher's salary guide.

**G. PERSONNEL ACTION (continued)**

**12. STIPEND APPOINTMENTS - 2015-2016 SCHOOL YEAR**

That the Board approve/ratify the appointment of the following stipend for the 2015-2016 school year:

**6th Period** (MS) Cynthia Crisanaz, effective January 4, 2016 \$4,500.00\*  
(\*to be prorated)

**13. MENTOR/MENTEE STIPENDS FOR THE 2015-2016 SCHOOL YEAR - \$550./YR**

| <u>MENTEE</u> | <u>MENTOR</u> |
|---------------|---------------|
| Amanda McEwan | Anne Gill     |

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

That the Board approve/ratify the family/medical leave of absences as listed on - **APPENDIX G-3.**

**15. POLICY COMMITTEE – SECOND AND FINAL READING**

The following items were agreed upon by the consensus of the Governance Committee and are recommended for the second and final reading to the full Board for approval: **-APPENDIX G-4.**

**3000 & 4000 TEACHING & SUPPORT STAFF MEMBERS**

Policy 3322/Policy 4322 Staff Member's Use of Personal Cellular  
Telephones/Other Communication Devices (Revised)

**5000 PUPILS**

|                 |  |
|-----------------|--|
| Policy 5330     | Administration of Medication (Revised) |
| Regulation 5330 | Administration of Medication (Revised) |
| Policy 5339     | Screening for Dyslexia (Revised)       |
| Policy 5561     | Use of Physical Restraint (New)        |
| Regulation 5661 | Use of Physical Restraint (New)        |
| Policy 5615     | Suspected Gang Activity (Revised)      |
| Policy 5756     | Transgender Students (Revised).        |

**8000 OPERATIONS**

|                 |   |
|-----------------|---|
| Policy 8540     | School Nutrition Programs (Revised)     |
| Regulation 8540 | Free and Reduced Rate Meals (Abolished) |
| Policy 8550     | Outstanding Food Service Charges (New)  |
| Policy 8820     | Opening Exercises/Ceremonies (Revised)  |

**H. STUDENT ACTION**

Motion was made by Mr. Covin, seconded by Mrs. Widdis and carried by roll call vote that the Board approve the following items (H1 – 8).

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

**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.**

**H. STUDENT ACTION (continued)**

**2. FIELD TRIP APPROVALS**

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

**4. PLACEMENT FOR THE FOLLOWING TUITION-IN STUDENTS TO OUR DISTRICT FOR THE 2015-2016 SCHOOL YEAR**

That the Board approve the placement for the 2015-2016 school year for the following tuition-in students:

**SHORE REGIONAL HIGH SCHOOL**

Student ID#: 7245487565  
Placement: Long Branch High School (GenEd)  
Tuition: \$12,767.00/Year  
Effective: 9/3/2015

**SHORE REGIONAL HIGH SCHOOL**

Student ID#: 3024948376  
Placement: Long Branch High School (GenEd)  
Tuition: \$12,767.00/Year  
Effective: 9/3/2015

**5. RECOMMENDATION FOR ATYPICAL OUT OF DISTRICT OF STUDENTS FOR PLACEMENT AND TRANSPORTATION FOR THE 2015-2016 SCHOOL YEAR**

That the Board approve the following recommended students for placement and transportation for the 2015-2016 school year:

**COASTAL LEARNING CENTER**  
**HOWELL, NEW JERSEY**

Tuition: \$34,810.36  
Effective Dates: 11/30/2015-6/22/2016

ID#1030069857, classified as Eligible for Special Education and Related Services

**DELSEA REGIONAL HIGHLAND/PINELAND**  
**FRANKLINVILLE, NEW JERSEY**

Tuition: \$262.57/day  
Effective dates: 11/20/2015-6/30/2016

ID# 8360057110, classified as Eligible for Special Education and Related Services

H. **STUDENT ACTION (continued)**

6. **TERMINATION OF PLACEMENT OF ATYPICAL OUT OF DISTRICT STUDENTS AND TRANSPORTATION NEEDS FOR THE 2015 – 2016 SCHOOL YEAR**

That the Board terminate the placement of, and provide transportation for the 2015-2016 school year for the following out of district students:

**BONNIE BRAE**

**LIBERTY CORNER, NEW JERSEY** Tuition: \$59,400.00  
Speech Services: \$90/HR  
Effective Date: 11/24/2015

ID# 1030069857, classified as Eligible for Special Education and Related Services

**COASTAL LEARNING CENTER**

**HOWELL, NEW JERSEY** Tuition: \$49,691.51  
Effective Date: 11/23/2015

ID# 2502642087, classified as Eligible for Special Education and Related Services

**YOUTH CONSULTATION SERVICES/GEORGE WASHINGTON SCHOOL  
HACKENSACK, NEW JERSEY**

Tuition: \$47,269.80  
Effective Date: 11/30/2015

ID#3040511534, classified as Eligible for Special Education and Related Services

7. **TERMINATION OF PLACEMENT FOR THE FOLLOWING TUITION-IN STUDENTS TO OUR DISTRICT FOR THE 2015-2016 SCHOOL YEAR**

That the Board terminate the placement for the 2015-2016 school year for the following tuition-in student:

**WEST LONG BRANCH PUBLIC SCHOOL DISTRICT**

Student ID#: 7632325726  
Placement: Amerigo A. Anastasia (GenEd/In-Class Resource Support)  
Tuition: \$15,129.12/Year  
Effective: 11/19/2015

8. **CORRECTIONS/REVISIONS TO MINUTES**

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

November 18, 2015

**ATTENDANCE AT CONFERENCES / MEETINGS**

Bonnie Tedeschi, JMF Early Childhood Learning Center teacher, to attend Early Childhood Interventions & Autism Spectrum Disorder sponsored by Summit Professional Education to be held at the Sheraton, Eatontown, NJ on December 2, 2015 in the amount of \$199.99. This should have read \$219.99

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

That the Board approve/ratify family/medical leave of absence without pay:  
DONNA FOGLER, Gregory School teacher, from December 2, 2015 to December 18, 2015. This should have read using paid days from December 2, 2015 to December 18, 2015.

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

November 18, 2015 (continued)

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

That the Board approve/ratify family/medical leave of absence without pay:  
DANAE LITTLE, Morris Avenue teacher, from October 2, 2015 to December 18, 2015.  
This should have read using paid days from October 2, 2015 to December 3, 2015.

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

That the Board approve/ratify family/medical leave of absence without pay:  
ROSE NOVOA, High School 10-month custodian, from September 1, 2015 to  
November 30, 2015. This should have read from September 1, 2015 to November 1,  
2015.

**STUDENT TEACHER/INTERN PLACEMENT**

That the individuals listed to be authorized to conduct their student teaching in the Long Branch Public Schools as indicated during the 2015-2016 school year. Long Branch Public School employees must complete their student teaching and/or internship outside of their contractual hours. Monmouth University; Spring; January - May, 2016; Mary Lynch. This should have read Lee Carey.

September 30, 2015

**APPROVAL OF DISTRICT SUSTAINABLE LEADERSHIP TEAM MEMBERS -  
APPENDIX G-2**

That the Board approve the staff members listed on APPENDIX G-2 to become part of the Sustainability Leadership Team (Green Team) to assist schools in adopting policies and practices addressing such areas as education and professional training, green purchasing, waste reduction, indoor air quality, energy saving initiatives and community partnerships. This list should have also included Edward Federoff, Stephanie Quierzo, Elizabeth Gannon, Diane Tordella, Marguerite Chavez and Samantha Bouchoux.

July 22, 2015

**APPROVAL OF ANNUAL STIPENDS - APPENDIX I**

High School Westwood Players Advisor - Ian Moore - stipend of \$2,075. This should have read stipend of \$4,000.

**DISCUSSION**

1. **National School Boards Association Conference, April 8 - 11, 2016, Boston, MA.**

Dr. Salvatore – If anyone is interested in attending the National School Boards Association Conference please let me know. One consideration may be that those interested will drive to cut down the cost and perhaps open up the opportunity for additional members to attend.

## DISCUSSION (continued)

Jim Seasholtz  
Regional Sales Director  
Stewart Business Systems

Mr. Seasholtz discussed with the Board his concern regarding the process to procure copiers. He was concerned about the process of how the Board was awarding the contract. He stated that he was given opportunities to reduce his price and was eventually given a hard deadline for Monday, December 14, 2015.

Mr. Genovese – This process was not a bid. The Board is interested in purchasing the copies off of state contract. If you have any additional questions please feel free to reach out to me tomorrow.

After Mr. Seasholtz left the meeting, Mr. Parnell asked Mr. Genovese to explain the process.

Mr. Genovese – The State contract numbers for each company are filed with the State of New Jersey. The flexibility in the pricing comes from the ability to adjust trade in values.

Dr. Salvatore – By using State contract, the State has already done the bidding process which gives Boards the right to choose a vendor that has been approved.

## PARCC ASSESSMENT REVIEW

A formal presentation regarding student, teacher, school and district data was given. This presentation provided a thorough review of base line data in the area of mathematics and language arts for grades 3 - 12.

Dr. Salvatore gave a lengthy presentation regarding the PARCC assessment, to include an overview of the diagnostics that are used in the LinkIt system. This data information system gives the user the ability to instantaneously compare school subject matters and children's scores as well as tie into, with relative high accuracy, a diagnostic predictor that the district uses throughout the year. This software also allows a teacher to instantaneously see which rubric is not being understood by the student.

## ADDITIONAL DISCUSSION

Mr. Grant – I went to the Senior Center and saw the 4<sup>th</sup> grade from the Anastasia School performing, dance and ballet, which I thought was extraordinary.

Mr. Zambrano – Is it possible to move the re-organization meeting to Wednesday, January 6, 2016?

The consensus from the Board was that it would be OK.



Mr. Parnell stated that this would be Mrs. Perez's last official Board meeting. He congratulated and thanked her for the 19 years of service and presented her with a watch on behalf of the Board of Education and the Superintendent of Schools.

Mrs. Perez thanked Dr. Salvatore and the Board of Education.

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

No one addressed the Board.

**J. ADJOURNMENT – 8:47 P.M.**

There being no further discussion, motion was made by Mr. Covin seconded by Mrs. Widdis and carried by roll call vote that the Board adjourn the meeting at 8:47 P.M.  
Ayes (8), Nays (0), Absent (0)

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

Preschool Education Aid  
2016-17 DISTRICT BUDGET PLANNING WORKSHEET

|             |
|-------------|
| District:   |
| Long Branch |

|          |
|----------|
| County:  |
| Monmouth |

| Resident General Education Students                                   | Projected Enrollment | Estimated Preschool Education Aid (PEA) |
|---|----------------------|---|
| Projected GENERAL EDUCATION Enrollment in District                    | 782                  | \$9,953,296                             |
| Projected GENERAL EDUCATION Enrollment in Providers                   |                      | \$0                                     |
| Projected GENERAL EDUCATION Enrollment in Head Start                  |                      | \$0                                     |
| Projected GENERAL EDUCATION Enrollment in Charter/Renaissance Schools |                      | \$0                                     |
|   | 782                  | \$9,953,296                             |

|   |           |
|---|-----------|
| Tuition from Individuals                                    |           |
| Tuition from Other LEAs                                     |           |
| Prior Year PEA Carryover                                    |           |
| Amount for Students w/Disabilities in General Ed Classrooms | \$547,304 |

|  |              |
|--|--------------|
| Total Estimated Preschool Education Aid, Tuition, Carryover, and Special Education Funding | \$10,500,600 |
|--|--------------|

| Description   | Account Number | Amount Budgeted     |
|---|----------------|---------------------|
| <b>INSTRUCTION</b>                                      |                |                     |
| <b>20-218-100-</b>                                      |                |                     |
| Salaries of Teachers                                    | 20-218-100-101 | \$3,539,055         |
| Teacher Salaries  |                | \$3,456,843         |
| Relief Teacher Salaries                                 |                | \$0                 |
| Teacher stipends for professional development           |                | \$30,000            |
| Substitute teacher stipends                             |                | \$52,212            |
| Other Salaries for Instruction                          | 20-218-100-106 | \$1,542,305         |
| Teacher Assistant Salaries                              |                | \$1,500,305         |
| Teacher Assistant stipends for professional development |                | \$0                 |
| Substitute teacher assistant stipends                   |                | \$42,000            |
| Unused Vacation Payment to Terminated/Retired Staff     | 20-218-100-199 | \$0                 |
| Purchased Professional and Educational Services         | 20-218-100-321 | \$0                 |
| Other Pur. Serv. (400-500)                              | 20-218-100-500 | \$0                 |
| Tuition to Other LEA's within the State - Regular       | 20-218-100-561 | \$0                 |
| Supplies and Materials                                  | 20-218-100-600 | \$55,000            |
| Other Objects   | 20-218-100-800 | \$3,000             |
| <b>SUBTOTAL - INSTRUCTION</b>                           |                | <b>\$5,139,360</b>  |
| <b>SUPPORT SERVICES</b>                                 |                |                     |
| <b>20-218-200-</b>                                      |                |                     |
| Sal. of Supervisors of Instruction                      | 20-218-200-102 | \$98,838            |
| Sal. of Principals/Asst. Principals/Program Directors   | 20-218-200-103 | \$248,783           |
| Sal. of other Professional Staff                        | 20-218-200-104 | \$368,250           |
| Sal. of Secretarial & Clerical Assistants               | 20-218-200-105 | \$167,912           |
| Other Salaries  | 20-218-200-110 | \$435,743           |
| Fiscal Specialist                                       |                | \$0                 |
| Custodian   |                | \$291,462           |
| Security guard  |                | \$144,281           |
| Family/Parent Liaison                                   | 20-218-200-173 | \$239,734           |
| Facilitator/Coach                                       | 20-218-200-176 | \$214,580           |
| Unused Vacation Payment to Terminated/Retired Staff     | 20-218-200-199 | \$0                 |
| Personnel Services - Employee Benefits                  | 20-218-200-200 | \$2,915,400         |
| Purchased Educational Services - Contracted Pre-K       | 20-218-200-321 | \$0                 |
| Purchased Educational Services - Head Start             | 20-218-200-325 | \$0                 |
| Other Purchased Professional - Education Services       | 20-218-200-329 | \$12,100            |
| Other Purchased Professional Services                   | 20-218-200-330 | \$8,550             |
| Cleaning, Repair and Maintenance Services               | 20-218-200-420 | \$290,620           |
| Rentals   | 20-218-200-440 | \$0                 |
| Contracted Services - Transp (Btw Home & Sch.)          | 20-218-200-511 | \$340,000           |
| Contracted Services (Field Trips)                       | 20-218-200-516 | \$11,730            |
| Travel  | 20-218-200-580 | \$3,000             |
| Miscellaneous Purchased Services                        | 20-218-200-590 | \$0                 |
| Supplies and Materials                                  | 20-218-200-600 | \$3,000             |
| Other Objects   | 20-218-200-800 | \$3,000             |
| <b>SUBTOTAL - SUPPORT SERVICES</b>                      |                | <b>\$5,361,240</b>  |
| <b>FACILITIES ACQ. CONSTR. SERVICES</b>                 |                |                     |
| <b>20-218-400-</b>                                      |                |                     |
| Instructional Equipment                                 | 20-218-400-731 | \$0                 |
| NonInstructional Equipment                              | 20-218-400-732 | \$0                 |
| <b>SUBTOTAL - FAC. ACQ. &amp; CONSTRUCTION</b>          |                | <b>\$0</b>          |
| <b>TOTAL</b>  |                | <b>\$10,500,600</b> |

**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 **ANTHONY BRAZILE**, High School teacher, effective December 4, 2015 pending the outcome of an investigation.

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

Ayes: 9  
Nays: 0  
Absent: 0  
Date: December 15, 2015

**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 **RUFINO RODRIGUEZ**, Middle School custodian, effective December 11, 2015 pending the outcome of an investigation.

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

Ayes: 9  
Nays: 0  
Absent: 0  
Date: December 15, 2015

**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, in order to accommodate the needs of the district, hereby changes the position titles: (1) Director of Pupil Personnel Services (Acct no. 11-000-219-104-000-11-00) (UPC: 0026-11-OFPPS-DIRPPS) to (1) Assistant Superintendent for Pupil and Personnel Services (Acct no. 11-000-230-100-000-10-00) (UPC: 1431-10-OFSUP-ASTSUP); (1) District Administrator for Assessment & Accountability (Acct. no. 11-000-230-100-000-10-00) (UPC: 0008-10-OFSUP-ABBFIC) to Chief Academic Officer (Acct. no. 11-000-230-100-000-10-00) (UPC: 1433-10-OFSUP-ACDOFF); and (1) District Administrator for Personnel (Acct. no. 11-000-230-100-000-10-00) (UPC: 0005-10-OFSUP-PERSDIR) to (1) Personnel Manager (Acct no. 11-000-230-100-000-10-00) (UPC: 1432-10-OFSUP-PERMGR).

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

Ayes: 9  
Nays: 0  
Absent: 0  
Date: December 15, 2015

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

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

**DOMINICK AZZARONE**, Transportation bus driver, effective November 16, 2015.

**RONNIE BENNETT**, District teacher, effective November 23, 2015.

**DONNA CRITELLI**, Transportation Manager, effective November 16, 2015.

**MARY ALICE KURDYLA**, Morris Avenue School teacher, effective January 4, 2016.

**SUZANNE NORIEGA**, High School teacher, effective December 7, 2015.

**JOEY ROBINSON**, Lenna W. Conrow School social worker, effective November 23, 2015.

**SAMILIA GHARTEY-SAM**, School Based Youth Services social worker, effective December 9, 2015.

**CHRISTINE VINCELLI**, Lenna W. Conrow school instructional assistant, effective January 4, 2016.

**MARY HENDERSON**, Middle School teacher, effective December 15, 2015.

**KERIN OLIVERI**, Morris Avenue School teacher, effective February 1, 2016.

**ROBYN SILBERSTEIN**, George L. Catrambone School teacher, effective December 14, 2015.

**DAHEMIA STEWART**, Lenna W. Conrow School teacher, effective January 4, 2016.

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

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

**ELENA ABBRUZZESE**, Joseph M. Ferraina Early Childhood Learning Center instructional assistant, from December 2, 2015 to January 5, 2016.

**RONNIE BENNETT**, District teacher, from November 16, 2015 to November 20, 2015.

**SARAH CHOI**, George L. Catrambone School teacher, from March 7, 2016 to June 7, 2016.

**MARY HENDERSON**, Middle School teacher, from November 30, 2015 to December 11, 2015.

**SUZANNE NORIEGA**, High School teacher, from November 18, 2015 to November 24, 2015.

**BRUNA CALE-OLIVEIRA**, George L. Catrambone School teacher, from March 14, 2016 to May 3, 2016.

**SHERRY ROBINSON**, Morris Avenue School instructional assistant, from December 3, 2015 to January 15, 2016.

**DARYL SOUTHWOOD-SMITH**, Technical Services Manager, from December 4, 2015 to January 4, 2016.

**JAMIE HAYES**, High School Guidance secretary, from December 17, 2015 to February 22, 2016.

**MARIA SILVANA BOTTINO**, Transportation bus aide, from December 9, 2015 to January 5, 2016.

**SHERRIE ROBINSON**, Morris Avenue School instructional assistant, from December 3, 2015 to January 15, 2016.

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

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

**ELENA ABBRUZZESE**, Joseph M. Ferraina Early Childhood Learning Center instructional assistant, from January 6, 2016 to January 25, 2016.

**PAULINE CIERI**, Pupil Personnel Services Speech Language Specialist, from November 30, 2015 to December 4, 2015.

**SUZANNE NORIEGA**, High School teacher, from November 25, 2015 to December 4, 2015.

**ERICA WELLS**, Gregory School instructional assistant, from December 17, 2015 to January 3, 2016.

**JAMIE HAYES**, High School Guidance secretary, from February 23, 2016 to March 17, 2016.

**JENNIFER CAMPBELL**, Lenna W. Conrow School teacher from December 15, 2015 to December 18, 2015.

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

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

**ELENA ABBRUZZESE**, Joseph M. Ferraina Early Childhood Learning Center instructional assistant, from January 26, 2016 to February 5, 2016.

**SARAH CHOI**, George L. Catrambone teacher, from June 8, 2016 to June 17, 2016.

**PAULINE CIERI**, Pupil Personnel Services Speech Language Specialist, from December 7, 2015 to December 18, 2015.

**MELISSA JOYCE**, Gregory School teacher, without pay from April 21, 2016 to June 17, 2016.

**BRUNA CALE-OLIVEIRA**, George L. Catrambone School teacher, from May 4, 2016 to June 17, 2016.

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

That the Board approve/ratify family/medical leave of absence using paid days:

**ROBYN SILBERSTEIN**, George L. Catrambone School teacher, from November 30, 2015 to December 7, 2015.

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

That the Board approve/ratify family/medical leave of absence using sick days:

**SAMILIA GHARTEY-SAM**, School Based Youth Services, social worker from November 2, 2015 to December 8, 2015.

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

That the Board approve/ratify family/medical leave of absence without pay:

**BRITTANY DeSANTIS**, Amerigo A. Anastasia School teacher, from January 20, 2016 to June 17, 2016.

**ROBYN SILBERSTEIN**, George L. Catrambone School teacher, from December 8, 2015 to December 11, 2015.

**KELLY VARGAS**, George L. Catrambone School teacher, from February 1, 2016 to June 17, 2016.

**KELLY JELKS**, Joseph M. Ferraina Early Childhood Learning Center teacher, from January 4, 2016 to June 17, 2016.

**PERSONAL LEAVE OF ABSENCE WITHOUT PAY**

That the Board approve/ratify a personal leave of absence without pay for the following named individual:

**IPHIGENIA NICAS**, Joseph M. Ferraina Early Childhood Learning Center instructional assistant, from January 4, 2016 to February 4, 2016.



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

**GOVERNANCE COMMITTEE MEETING**  
**December 15, 2015 Agenda**

**COMMITTEE MEMBERS:**

Mary George, Chair  
 Avery Grant  
 Donald Covin  
 Rose Widdis

**ADMINISTRATORS:**

Michael Salvatore, Ph. D.  
 Alvin L. Freeman  
 JanetLynn Dudick

**1. Policy (first reading)****5000 STUDENTS****Policy 5512 - Harassment, Intimidation, and Bullying**

A recent DOE Broadcast revised their *Question & Answers* information section. One such answer which is proposed in this policy revision is to enable principals to determine whether allegations meet the threshold definition of HIB before initiating an investigation. As per statute, Principals should be permitted to exercise his/her discretion in determining whether allegations meet the threshold definition of HIB.

- **If allegations meet the threshold definition, an investigation MUST be conducted.**
- **If allegations do not meet the threshold definition, an investigation DOES NOT need to be conducted. However, if the principal later acquires information suggesting that the allegations meet the threshold definition of HIB, it should then be referred to the ABS for investigation.**
- **If the principal cannot determine, based on the evidence and information, whether allegations meet the threshold definition of HIB, the initiation of an investigation is appropriate.**

Revision to this policy are in sub-section G.

**2. Policy & Regulation (second and final reading)****3000 & 4000 TEACHING & SUPPORT STAFF MEMBERS****Policy 3322/Policy 4322 – Staff Member’s Use of Personal Cellular Telephones/Other Communication Devices (Revised)**

The constantly changing methods in which people communicate using electronic devices require an update to Policy Guides 3322 and 4322 regarding a staff member’s use of personal cellular telephones for non-school related, personal matters during the workday. These revised Guides define the methods of communication to include text-messaging and posting on social networking sites and the devices in which such communications are made including tablets and other electronic devices. These Policy

Guides have been updated to expand the mode of communication and the devices used for non-school related, personal matters during the workday. The Guides also include various options for acceptable times for such communications and an option requiring staff members to have such devices outside the view of others when performing assigned school district responsibilities. These Policy Guides are not mandated and adoption of these Guides or any other Policy on the issue is a local district decision.

## **5000 PUPILS**

### **Policy 5330 – Administration of Medication (Revised)**

### **Regulation 5330 – Administration of Medication (Revised)**

Public Law 2015, Chapter 13 concerning the emergency administration of epinephrine to students for anaphylaxis was signed into law and is effective beginning the 2015-2016 school year. The law amends provisions of N.J.S.A. 18A:40-12.5 and 12.6 permitting the school nurse or trained designee to administer epinephrine via an auto-injector mechanism to any student without a known history of anaphylaxis or to any student whose parent has not met the requirements for the nurse or designee to administer epinephrine when the nurse or trained designee believes in good faith the student is having an anaphylactic reaction. The amendments also require a school district to have a supply of epinephrine auto-injectors in a secure, but unlocked and easily accessible location in the school under a standing protocol from a licensed physician or advanced practice nurse. The amendments also provide immunity from liability for good faith actions of school employees, nurses, agents of the Board, and for physicians and advanced practice nurses. Policy and Regulation Guides 5330 have been revised to incorporate these new requirements which are mandated. The Policy and Regulation Guides are mandated and must be adopted by the Board.

### **Policy 5339 – Screening for Dyslexia (Revised)**

There have been some additional statutes regarding dyslexia which are required to be incorporated into Policy Guide 5339 – Screening for Dyslexia. One additional statute requires the New Jersey Department of Education (NJDOE) to incorporate the International Dyslexia Association's definition of dyslexia into Chapter 14 of Title 6A of the Administrative Code. The NJDOE will incorporate the definition into Chapter 14 when the Chapter is opened for amendment. In the interim, the NJDOE, in an April 15, 2014 Memorandum, provided the definition of dyslexia that school districts should be using. This definition has been incorporated into the revised Policy Guide 5339. In addition, the reading disabilities professional development requirement of N.J.S.A. 18A:6-131 for specific teaching staff members has also been incorporated into the revised Policy Guide. This Policy Guide is mandated.

### **Policy 5561 – Use of Physical Restraint (New)**

### **Regulation 5661 – Use of Physical Restraint (New)**

Several districts have requested policy guidance regarding the use of physical restraint. N.J.S.A. 18A:6-1 permits the use of reasonable force to control a pupil for certain emergency situations outlined in N.J.S.A. 18A:6-1. The use of physical restraint in schools is the subject of much debate. Although New Jersey law expressly permits the use of reasonable force to control a pupil in an emergency situation, there is no statute or code to provide specific guidance on the use of physical restraint. Policy and Regulation Guides 5561 were developed upon reviewing the current research and other

State laws regarding the use of physical restraints. These Guides provide a very conservative approach to the use of physical restraint by school staff members in an emergency situation. These Guides should be reviewed by district staff members and may be revised to meet a district's individual needs. The district may want to review this issue with the Board Attorney and insurance specialist in making a decision if adoption of these Guides may be beneficial in the school district.

### **Policy 5615 – Suspected Gang Activity (Revised)**

Policy Guide 5615 – Suspected Gang Activity has been revised to include a few new matters. The legal definition of a “criminal street gang” as defined in N.J.S.A. 2C:33-29 and the gang training requirement for administrators in accordance with N.J.S.A. 52:17B-4.7 have been inserted into Policy Guide 5615. In addition, Policy Guide 5615 has been revised to indicate any unacceptable conduct that is, or may be, gang-related will be reported to local law enforcement.

### **Policy 5756 – Transgender Students (Revised)**

Policy Guide 5756 has been revised to provide some additional detail regarding a school district's legal requirement to provide equal educational opportunities and equal access to transgender students.

The existing Policy Guide's language regarding accommodations for transgender students is of a general nature indicating the parent and student will meet with school district administration to discuss accommodating the needs of transgender students on such issues as names and pronouns, student records, restrooms, and locker rooms. The revised Guide provides a district the option of keeping the general language or a second option with more detailed provisions for a transgender student. A district may select either option. In the event the district wants to adopt this Policy Guide with the option providing more details, special attention should be given to the language regarding a transgender student's participation in interscholastic athletics, intramural programs, and physical education classes. NJSIAA's Constitution has eligibility requirements for a transgender student's participation in interscholastic programs that are incorporated by reference into the optional detailed language of this Guide. This optional detailed language also uses the same eligibility requirements for a transgender student's participation in the district's intramural athletic programs. NJSIAA's eligibility requirements are similar to eligibility requirements in other States for high school athletics and for participation in college intramural programs. The optional detailed language indicates a transgender student's participation in physical education classes would be consistent with the student's gender identity. Although the detailed language in this Policy Guide is optional, providing equal educational opportunities and equal access to transgender students is not optional and a school district may find the detailed language helpful in understanding a school district's responsibilities in this area of the law. The revised Guide continues to require the parent of a student to be involved in the child's gender identity and includes a new section and a process when a student no longer identifies with a previously asserted gender other than their gender at birth. Federal and New Jersey law prohibits discrimination in schools based on gender identity or expression. A Board of Education is not required to adopt a Transgender Policy, but is required to comply with the law regarding equal opportunity and access for transgender students. The district may want to consult the Board Attorney on this issue.

## **8000 OPERATIONS**

### **Policy 8540 – School Nutrition Programs (Revised)**

### **Regulation 8540 – Free and Reduced Rate Meals (Abolished)**

Policy Guide 8540 has been revised to address several issues. Revised Policy Guide 8540 addresses requirements for all School Nutrition Programs of the New Jersey Department of Agriculture including the National School Lunch Program, the School Breakfast Program, the After-School Snack Program, and the Special Milk Program. This revised Policy Guide will be applicable for any school district that operates any of these programs. In addition, Regulation 8540 should be abolished as this Regulation provided detailed requirements of the School Lunch Program as outlined in the New Jersey Department of Agriculture Agreement. As terms in this Agreement change often, the revised Policy Guide incorporates this Agreement and its requirements by reference, meaning the Board will not need to revise the Regulation Guide every time the Agreement is revised, which could be every year. Therefore, new language inserted into revised Policy Guide 8540 indicates the district will comply with the requirements or provisions of the Agreement with the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. This will eliminate the need to update this Policy or Regulation Guide each time a requirement of the school district is changed by the United States or New Jersey Department of Agriculture. Also, the revised Policy Guide indicates the person authorized to initially review and determine eligibility will be designated in an annual letter to the parent. Revised Policy Guide 8540 also indicates the hearing officer for parent appeals of eligibility determinations will be designated by the School Business Administrator/Board Secretary and decisions of the hearing officer are appealable to the School Business Administrator/Board Secretary. A district may assign these responsibilities to another administrative staff member; however, most districts assign these responsibilities to the School Business Administrator/Board Secretary. In addition, the title of Policy Guide 8540 has been changed to School Nutrition Programs.

### **Policy 8550 – Outstanding Food Service Charges (New)**

Public Law 2015, Chapter 15 codified at N.J.S.A. 18A:33-21, permits a school district to withhold serving breakfast or lunch to a student when the student's breakfast or lunch bill is in arrears. The new law requires several notices be sent to the parent before breakfast or lunch can be denied to a student. A new Policy Guide 8550 – Outstanding Food Service Charges has been developed that incorporates the provisions of N.J.S.A. 18A:33-21. However, an option has been included in the Policy Guide that in lieu of denying the student breakfast or lunch if the parent has not made full payment after a second notice the school district will continue providing a "basic" breakfast or lunch for the child. Also included in the Policy Guide, but not a provision of N.J.S.A. 18A:33-21, is the school district will report a parent's failure to provide breakfast or lunch for a child to the New Jersey Department of Children and Families. N.J.S.A. 9:6-1 indicates neglect of a child consists of anyone having custody or control of the child willfully failing to provide proper and sufficient food. Policy Guide 8550 should be adopted if a district's food service program provides a student breakfast or lunch on credit or if the program has students that are in arrears and the district is looking for a way to receive payment.

**Policy 8820 – Opening Exercises/Ceremonies (Revised)**

Open Policy Guide 8820 regarding opening exercises has been revised to align with the Pledge of Allegiance requirements in N.J.S.A. 18A:36-3. This Policy Guide has also been revised to remove the requirement that a parent of a student who objects to saluting the flag be required to submit a written statement of the student’s conscientious objection. This requirement may be subject to a constitutional challenge and does not appear to be a practical concern in school districts. In addition, ceremonies and observances as outlined in N.J.S.A. 18A have been added to this Policy Guide. Policy Guide 8820 title has been changed to Exercises/Ceremonies.

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**GOALS:**

The committee members will actively participate in professional dialog pertaining to policy with 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.

## Monthly HIB Report

Reporting Period - November 18, 2015 – December 15, 2015

### Summary:

Total: Five (5) HIB investigations, two (2) confirmed as HIB

#### **Anastasia School**

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

#### **Gregory School**

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

#### **Middle School**

Three (3) investigation, two (2) incidents confirmed as HIB

\*All other schools had no HIB cases to report.

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

**PLACEMENT OF STUDENTS ON HOME INSTRUCTION**

Please approve the placement of home instruction for the following students:

**ID#7990216652, classified student**

**NOTE:** Student has been admitted to the Children's Crisis Intervention Support Unit of Monmouth Medical Center on 11/10/15. Education Inc. is the contracted provider of instruction. The Instruction cost will be billed at the rate of \$49.00/hour for 10 hours per week.

**ID# 7672556732, classified student**

**NOTE:** Student has been placed on Home Instruction for two classes a week due to medical condition.

**ID# 12109000996, classified student**

**NOTE:** Student has been placed on Home Instruction for two classes a week due to medical condition.

**ID# 4139884141, classified student**

**NOTE:** Student has been admitted to the Children's Crisis Intervention Support Unit of Monmouth Medical Center on 11/18/15. Education Inc. is the contracted provider of instruction. The Instruction cost will be billed at the rate of \$49.00/hour for 10 hours per week.

**ID# 8876494891, classified student**

**NOTE:** Student has been suspend from school for ten days.

**ID# 2502642087, classified student**

**NOTE:** Student has been terminated from Out of District Placement.

**ID# 9912105560, non-classified**

**NOTE:** Student has been placed on Home Instruction for 10 weeks.

**ID# 6564641533, non-classified**

**NOTE:** Student has been admitted to the Children's Crisis Intervention Services at Monmouth Medical Center. Education Inc. is the contracted provider of Instruction. The instruction cost will be billed at the rate of \$49.00/hour for 10 hours per week.

**TERMINATION OF STUDENTS ON HOME INSTRUCTION**

Please approve the termination of home instruction for the following students:

**ID#7990216652, classified student**

**NOTE:** Student was cleared to go back to school.

**ID# 4139884141, classified student**

**NOTE** Student was cleared to go back to school.

**ID# 8876494891, classified student**

**NOTE** Student was cleared to go back to school.