

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

**MINUTES**

**MARCH 17, 2021**

The Regular Meeting of the Long Branch Board of Education was held in the Historic High School, 391 Westwood Avenue, Long Branch, New Jersey.

Mrs. Youngblood Brown called the meeting to order at 6:00 P.M.

**ROLL CALL**

Mrs. Youngblood Brown - President	Dr. Critelli	Rev. Bennett – 6:01 P.M.
Mrs. Perez - Vice President	Mr. Zambrano - ZOOM	Ms. McCaskill
Mr. Grant	Mr. Covin	Mrs. Peters

Board attorney – Lester E. Taylor, III, Esq.

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

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

Mr. Genovese made the following announcement: Fire exits are located in the direction indicated. In case of fire, you will be signaled by bell and/or public address system. If so alerted to fire, please move in a calm and orderly fashion to the nearest smoke-free exit.

**A-2. OBJECTIONS, IF ANY, TO THE VALIDITY OF THE MEETING**

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

Rev. Bennett arrived at 6:01 P.M.

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

**Mrs. Youngblood Brown, Board President**, saluted the flag and led the Pledge of Allegiance.

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

Mrs. Youngblood Brown 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

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

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.

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.

**Comments from the Finance Committee Chair - Mrs. Youngblood Brown**

Motion was made by Mr. Covin, seconded by Ms. McCaskill and carried by roll call vote that the Board approve the following item (D).

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

**D. APPROVAL OF MINUTES**

That the Board approve the following minutes:

- Regular Meeting minutes of February 23, 2021

Motion was made by Mrs. Peters, seconded by Ms. McCaskill and carried by roll call vote that the Board approve the following item (D-1).

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

**D-1. APPROVAL OF MINUTES**

That the Board approve the following minutes:

- Executive Session minutes of February 23, 2021

E. **SECRETARY'S REPORT**

Motion was made by Mr. Covin, seconded by Dr. Critelli and carried by roll call vote that the Board approve the following items (E1 – E5).

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

1. **BUDGET TRANSFER REPORTS – FY21 DECEMBER AND FY21 JANUARY 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 transfers FY21 December and FY21 January Transfers as listed be approved for the months ending December 31, 2020 and January 31, 2021.

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

Ayes: 9  
Nays: 0  
Absent: 0  
Date: March 17, 2021

2. **BOARD SECRETARY'S REPORT - DECEMBER 31, 2020 AND JANUARY 31, 2021**

That the Board approve the Board Secretary's Report for the months ending December 31, 2020 and January 31, 2021 (which will be labeled **APPENDIX E-2** and made part of the permanent minutes upon Board approval).

3. **REPORT OF THE TREASURER - DECEMBER 31, 2020 AND JANUARY 31, 2021**

That the Board approve the Report of the Treasurer for the month ending December 31, 2020 and January 31, 2021 (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 December 13, 2020 and January 31, 2021 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).

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

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

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

That the Board approve the following Resolution:

**RESOLUTION**

**BE IT RESOLVED**, that pursuant to N.J.A.C. 6A:23A-16.10(c)(4), we, the Members of the Board of Education, after a review of the Board Secretary's and Treasurer's Monthly Financial Reports and upon consultation with the appropriate district officials, certify that to the best of our knowledge that as of December 31, 2020 and January 31, 2021 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: 9  
Nays: 0  
Absent: 0  
Date: March 17, 2021

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

Ayes (7), Nays (0), Abstain (2) Dr. Critelli and Mrs. Peters, Absent (0)

6. **BILLS AND CLAIMS – DECEMBER 24, 2020, JANUARY 1 - 30, 2021, FEBRUARY 1 - 26, 2021 AND MARCH 1 - 17, 2021 FOR CHRIST THE KING, CITY OF LONG BRANCH AND MONMOUTH COUNTY PARKS SYSTEMS/BOARD OF RECREATION**

That the Board approve the bills and claims for December 24, 2020, January 1 - 30, 2021, February 1 - 26, 2021 and March 1 - 17, 2021 for Christ the King, City of Long Branch and Monmouth County Parks Systems/Board of Recreation (which will be labeled **APPENDIX E-4** and made part of the permanent minutes upon Board approval).

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

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

7. **BILLS AND CLAIMS – DECEMBER 24, 2020, JANUARY 1 - 30, 2021, FEBRUARY 1 - 26, 2021 AND MARCH 1 - 17, 2021 EXCLUDING CHRIST THE KING, CITY OF LONG BRANCH AND MONMOUTH COUNTY PARKS SYSTEMS/BOARD OF RECREATION**

That the Board approve the bills and claims for December 24, 2020, January 1 - 30, 2021, February 1 - 26, 2021 and March 1 - 17, 2021 excluding Christ the King, City of Long Branch and Monmouth County Parks Systems/Board of Recreation (which will be labeled **APPENDIX E-4** and made part of the permanent minutes upon Board approval).

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

8. **RECONCILIATION MONTHLY OPERATING REPORT – SODEXO – FEBRUARY 28, 2021**

That the Board approve the monthly operating reports for the Sodexo Corporation, Food Service Management Company for the Long Branch School District for February 28, 2021 (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 FEBRUARY 28, 2021**

That the Board approve the monthly reports for the Athletic Fund, the Elementary Schools, Middle School, and High School Student Funds as of February 28, 2021 (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 February 2021)

	AAA	GLC	GRE	MA	JMFECLC	LWC	TOTAL ELEM	MS	HS	TOTAL
PreK				169	199	162	530			530
Kdg		41		102	95	121	359			359
1st	104	132	119				355			355
2nd	122	141	112				375			375
3rd	90	148	115				353			353
4th	80	178	99				357			357
5th	88	173	83				344			344
6th							0	339		339
7th							0	304		304
8th							0	382		382
9th							0		368	368
10th							0		362	362
11th							0		330	330
12th							0		338	338
MCI	12						12	11	14	37
MD							0			0
BD	6		1				7	8	18	33
LD	53		32				85	51	42	178
SLD								2		2
AUT	16		26				42	13	16	71
PD			4		1	16	21			21
OOD	6	0	2	0	7	3	18	12	16	46
Home Instruction										
<b>TOTAL</b>	<b>577</b>	<b>813</b>	<b>593</b>	<b>271</b>	<b>302</b>	<b>302</b>	<b>2858</b>	<b>1122</b>	<b>1504</b>	<b>5484</b>

### February 2020

School	AAA	GLC	GRE	MA	JMFECLC	LWC	Total Elem	MS	HS	Total
Totals	587	899	575	400	321	371	3153	1189	1502	5844

F. **SUPERINTENDENT'S REPORT**

A. **SPELLDOWN WINNERS – 2020 - 2021**

The following named students are the 2020 - 2021 Spelldown winners -

Amerigo A. Anastasia School

Wesley Barnes

1<sup>st</sup> place winner – Grade 4

Kayla Salmeron

2<sup>nd</sup> place winner – Grade 5

Jaycob Rodrigues

3<sup>rd</sup> place winner – Grade 4

George L. Catrambone School

Nicole Cabra Diacamos

1<sup>st</sup> place winner – Grade 5

Gabriel Sena Da Costa

2<sup>nd</sup> place winner – Grade 5

Avery Montgomery

3<sup>rd</sup> place winner – Grade 5

Gregory School

Hugo Contreras Ramirez

1<sup>st</sup> place winner – Grade 5

Flynn Worth

2<sup>nd</sup> place winner – Grade 4

La'Riah Riley

3<sup>d</sup> place winner – Grade 3

Middle School

John Pallone

1<sup>st</sup> place winner – Grade 8

Daniel-John Diala

2<sup>nd</sup> place winner – Grade 8

Luis Gomez-Lopez

3<sup>rd</sup> place winner – Grade 8

B. **STUDENTS OF THE MONTH - MARCH**

The following students have been selected as "Students of the Month" for March;

Middle School

Stiven Santos-Yoque

High School

Andrea Freije Trochez

Historic High School

Ivanna Gonzalez Romero

Amerigo A. Anastasia School

Emily Castro

Audrey W. Clark School

Stephen Burnley

George L. Catrambone School

Rebecca Lombardo

Gregory School

Nylah Dean

Joseph M. Ferraina ECLC

Nori Dennis

Lenna W. Conrow School

Jeffrey Alas Flores

Morris Avenue School

Arthur Martins

G. **GENERAL ITEMS**

**Comments from the Operation and Management Committee Chair (APPENDIX G-1)**

**Comments from the Instruction and Programs Committee Chair (APPENDIX G-2)**

**Comments from the Communications/Security Committee Chair (APPENDIX G-3)**

Motion was made by Mr. Covin, seconded by Mrs. Perez and carried by roll call vote that the Board approve the following items (G1 – G5).

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

1. **APPROVAL TO SUBMIT TENTATIVE FY2022 BUDGET TO THE COUNTY OFFICE**

That the Board approve the following Resolution and submission of the tentative FY2022 budget to the County Office on or before March 22, 2021:

**RESOLUTION**

**WHEREAS**, the Long Branch Board of Education (herein referred to as “the Board”) has submitted a tentative budget to the State of New Jersey on or before March 22, 2021; and

**WHEREAS**, the Board with County approval will advertise the budget no later than April 23, 2021 in the legal section of the Asbury Park Press; and

**WHEREAS**, the tentative budget will be presented at a public meeting held in the Historic High School on Wednesday, April 28, 2021; and

**WHEREAS**, the amount of the total operating budget shall be \$104,761,951 of which \$49,697,034 shall be raised by local tax levy; and

**WHEREAS**, the total amount of the special revenue fund is \$19,551,301; and

**WHEREAS**, the amount of debt service raised through local tax levy shall be \$582,500; and

	<b><u>GENERAL FUND</u></b>	<b><u>SPECIAL REVENUES</u></b>	<b><u>DEBT SERVICE</u></b>	<b><u>TOTAL</u></b>
<b>Total Expenditures</b>	\$104,761,951	\$19,551,301	\$582,500	\$124,895,752
<b>Taxes to be Raised</b>	\$ 49,697,034	0	\$582,500	\$ 50,279,534

**WHEREAS**, school district policy Travel/Reimbursement - Policy #9250 and N.J.A.C. 6A:23B-1.2(b) provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for 2021 - 2022 school year; and



G. **GENERAL ITEMS (continued)**

**WHEREAS**, a Board of Education may establish, for regular district business travel only, a threshold of \$150 per staff member where prior Board approval shall not be required unless this threshold for a staff member is exceeded; and

**WHEREAS**, the Board hereby establishes the school district travel maximum for the 2021 - 2022 school year at the sum of \$97,500, currently the district has expended \$8,851.34 for travel; and

**NOW THEREFORE BE IT RESOLVED**, the Long Branch Board of Education hereby submits this Resolution in support of the 2021 - 2022 budget to the County for approval.

**BE IT FURTHER RESOLVED**, that a public hearing be held at the Historic High School, 391 Westwood Avenue, Long Branch, New Jersey 07740 on April 28, 2021 at 6:00 P.M. for the purpose of conducting a public hearing on the budget for the 2021 - 2022 school year.

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

Ayes: 9  
Nays: 0  
Absent: 0  
Date: March 17, 2021

2. **APPROVAL OF 2020-2021 SUSTAINABLE & DIGITAL SCHOOLS COMMITTEE**  
That the Board approve the 2020-2021 Long Branch Sustainable & Digital Schools Committee as listed on **APPENDIX G-4**.
3. **APPROVAL OF TRANSPORTATION RENEWALS**  
That the Board approve the transportation renewals for routes provided by Jay's Bus Service and Seman Tov for the 2021 - 2022 school year as listed on **APPENDIX G-5**, which represent an increase of 1%.
4. **APPROVAL TO GO OUT TO BID**  
That the Board approve going out to bid for Transportation Routes for Middle School and High School athletics for the 2021 - 2022 school year.

G. GENERAL ITEMS (continued)

5. APPROVAL TO FILE ELEMENTARY AND SECONDARY SCHOOLS EMERGENCY RELIEF (ESSER II) GRANT APPLICATION

That the Board approve the filing of the Elementary and Secondary Schools Emergency Relief (ESSER II) Fund grant application for the 2020 - 2021 school year in the amounts listed below:

ESSER II Allocation	\$5,054,409
Learning Acceleration	\$ 324,367
Mental Health Support & Services	\$ 45,000

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

And that **Francisco E. Rodriguez, Superintendent of Schools**, be designated the Board's representative to implement the above actions.

Motion was made by Mrs. Peters, seconded by Ms. McCaskill and carried by roll call vote that the Board approve the following items (G6 –G9).

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

6. APPROVAL OF NOURISHING NEIGHBORS GRANT

That the Board approve the Nourishing Neighbors - Feed Local Families in Need During This Crisis grant in the amount of \$10,000 which will provide additional meals to families in need.

7. APPROVAL OF ROBERT O'HAGAN MEMORIAL SCHOLARSHIP

That the Board approve the Robert O'Hagan Memorial Scholarship in the amount of \$2,500 each for two (2) graduating seniors, \$1,250 each semester, who will be attending a two or four year college or trade school. The student should demonstrate financial need, qualifying for free or reduced lunch. This scholarship will be awarded this year only.

8. APPROVAL FOR SEMI FISCAL YEAR 2022 REIMBURSEMENT REVENUE PROJECTION

That the Board approve/ratify the Corrective Action Plan for budgeted reimbursement revenue from June, 2020 due to COVID-19 - **APPENDIX G-6**.

That the Board authorize **JanetLynn Dudick, Ph.D., Assistant Superintendent for Pupil Personnel Services**, or her designee, to serve as the district's contact person for the above actions.

And that **Francisco E. Rodriguez, Superintendent of Schools**, be designated the Board's representative to implement the above actions.

9. GIFTS TO SCHOOLS

That the Board accept the following gifts to schools indicated:

Team Supporter

Check donation to the Long Branch Esports  
Team for supplies as needed (Value: \$115)

## H. PERSONNEL ACTION

Motion was made by Mrs. Perez, seconded by Mr. Covin and carried by roll call vote that the Board approve the following items (H1 – H4).

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

### 1. RETIREMENT

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

**KATHLEEN CELLI**, School Based Youth Services Program Manager, effective July 1, 2021. Mrs. Celli has a total of 25 years of service.

**MAUREEN ROBINSON**, School Psychologist, effective July 1, 2021. Mrs. Robinson has a total of 22 years of service.

### 2. RESIGNATION - CONTRACTUAL POSITION

That the Board accept the resignation of the following individual:

**CAROLINA NEWMAN**, Instructional Assistant, effective March 19, 2021.

### 3. RESIGNATION - STIPEND POSITION

That the Board accept the resignation of the following individual:

**LOIS ALSTON**, Brookdale Math/Science Technology Facilitator, effective February 23, 2021.

### 4. STAFF TRANSFER FOR 2020-2021 SCHOOL YEAR

That the Board approve the transfer the following individual:

**JOSE HIDALGO**, from 540 Custodian to High School Custodian.

Motion was made by Mr. Covin, seconded by Dr. Critelli and carried by roll call vote that the Board approve the following items (H5 – H6).

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

### 5. CREATION OF NEW POSITION - RESOLUTION

That the Board approve the creation of a new position as listed on **APPENDIX H-1**.

### 6. APPROVAL OF JOB DESCRIPTION

That the Board approve the job description as listed on **APPENDIX H-2**.

H. **PERSONNEL ACTION (continued)**

Motion was made by Mr. Covin, seconded by Ms. McCaskill and carried by roll call vote that the Board approve the following items (H7 – H12).

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

7. **APPOINTMENT OF ACADEMY PRINCIPAL**

That the Board approve the following named individual as Middle School Academy Principal:

**KRISTEN FERRARA**, Middle School Academy Principal, at a salary of \$117,668.00, effective March 18, 2021. Replaces: Christopher Volpe (reappointment). (Acct. # 15-000-240-103-00-02-00) (UPC # 0016-02-MSACP-ACADPR).

8. **APPOINTMENT OF HEAD TEACHER FOR BILINGUAL K-5**

That the Board approve the following named Head Teacher for Bilingual K-5:

**HEIDY CASTILLO**, Head Teacher for Bilingual K-5, effective March 18, 2021, MA, Step 5-6 at \$62,595.00 + \$3,950.00 for stipend. Pending Supervisor Certification\* (Acct. # 11-000-221-102-000-12-60) (UPC # 1550-12-BLNGK5-SUPER).

9. **APPOINTMENT OF LITERACY COACHES**

That the Board approve the following named individuals as Literacy Coaches:

**STEPHANIE DISPOTO**, Gregory Elementary School, MA, Step 13 at \$78,561.00, effective September 1, 2021. Replaces: New Position. (Acct. # 15-120-100-101-000-07-00) (UPC # 1573-07-LITCO-TEACHR).

**MICHELE FALCO**, Amerigo A. Anastasia School, MA, Step 15 at \$88,061.00, effective September 1, 2021. Replaces: New Position. (Acct. # 15-120-100-101-000-03-00) (UPC # 1571-03-LITCO-TEACHR).

**ALLISON MUNOZ-CASSIDY**, George L. Catrambone School, MA, Step 11A at \$71,661.00, effective September 1, 2021. Replaces: New Position. (Acct. # 15-120-100-101-000-09-00) (UPC # 1572-09-LITCO-TEACHR).

Mr. Grant asked for the job description of a literacy coach.

Mr. Rodriguez explained that the literacy coaches will help support the teachers with curriculum and content, help identify students that have a gap in learning as well as help develop a plan to bridge that gap.

10. **APPOINTMENT OF CUSTODIAN**

That the Board approve the following named individual as 12 Month Custodian:

**DAVID SILVA**, 12 Month Custodian, Step 1 at \$36,451.00, effective Pending Pre Employment Physical and Fingerprints\*. Replaces: New Position. (Acct. # 11-000-262-100-000-01-00) (UPC # 1575-01-OFB&G-CUST12).

H. **PERSONNEL ACTION (continued)**

11. **APPOINTMENT OF FUNDED GRANTS SECRETARY**

That the Board approve the following named individual as 12 Month Funded Grants Secretary:

**LISA HAZEL**, 12 Month Funded Grants Secretary, Level 3, 12 Months at \$49,408.00, effective Pending Pre Employment Physical and Fingerprints\*. Replaces: Kim Daino (resigned).

(Acct. # 11-000-221-105-000-12-00) (UPC # 0925-12-FNDGT-SEC123).

12. **APPOINTMENT OF CONFIDENTIAL SECRETARY**

That the Board approve the following named individual as a Confidential Secretary:

**STEFANIE LIPPI**, Confidential Secretary, Level at a salary of \$58,000.00, effective July 1, 2021. Replaces: Diogo De Assis reassignment).

(Acct. # 11-000-230-100-000-10-00) (UPC # 0830-10-OFCSA-CONSEC).

Motion was made by Mr. Covin, seconded by Mrs. Peters and carried by roll call vote that the Board approve the following items (H13 – H14).

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

13. **APPROVAL OF SALARY ADJUSTMENT**

That the Board approve the adjustment of the Director of Personnel salary to \$105,000 to align to the Central Office Director's salary.

14. **ANNUAL STIPEND POSITIONS - 2020 - 2021 SCHOOL YEAR**

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

**EC/ELEMENTARY**

**Breakfast Monitor**

\$13.08/session

Elyse Williams (AAA)

**HIGH SCHOOL**

**Speech Arts Advisor**

\$2,285.00

Ian Moore

**Chess Team Advisor**

\$1,650.00

Jonathan Barratt

**Language Club Advisor - French**

\$750.00

Pierre Joseph

**Drug Free/S.A.D.D. Club Advisor**

\$2,750.00

Nicole Catalano

H. **PERSONNEL ACTION (continued)**

Motion was made by Mr. Covin, seconded by Mrs. Perez and carried by roll call vote that the Board approve the following item (H15).

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

15. **PROFESSIONAL DEVELOPMENT**

That the Board approve/ratify the attendance of the following staff members for the 21st CCLC Grant Professional Development sessions:

**Storybook STEM - June 8th, 2021 (1 hour)**

**Site Coordinator** \$29.87/hr.  
Doreen Regan

**Instructional Assistants** \$13.36/hr.  
Dalwasia Jones, Jessica Rodriguez

**Teachers** \$26.00/hr.  
JamieLynn Bazydlo, Ja'Londa Boyd, Aaron Collins, Laurie DeMuro, Jennifer Farrell, Michael Gatta, Brenda Itzol, Francine Marucci, Margaret Marzullo, Mary Mazzacco, Edna Newman, Thomas Odom, Nancy O'Toole, Brian Roberts, Jonathan Trzeszkowski, Vincent Vallese, Carlos Villacres, Dorothy Williams-Reed

**Musical Engineering and Google Chrome Music Lab - June 15, 2021 (1 hour)**

**Site Coordinator** \$29.87/hr.  
Doreen Regan

**Instructional Assistant** \$13.36/hr.  
Dalwasia Jones

**Teachers** \$26.00/hr.  
Aaron Collins, Laurie DeMuro, Michael Gatta, Jasmine Gomez, Brenda Itzol, Francine Marucci, Margaret Marzullo, LaTuya Morris, Edna Newman, Thomas Odom, Nancy O'Toole, Brian Roberts, Amanda Siller, Jonathan Trzeszkowski, Vincent Vallese, Carlos Villacres

**Teaching Computational & Critical Thinking - June 9, 2021 (1 hour)**

**Site Coordinator** \$29.87/hr.  
Doreen Regan

**Instructional Assistants** \$13.36/hr.  
Dalwasia Jones  
Jessica Rodriguez

**Teachers** \$26.00/hr.  
JaimeLynn Bazydlo, Ja'Londa Boyd, Aaron Collins, Laurie DeMuro, Nancy Farrell, Michael Gatta, Brenda Itzol, Francine Marucci, Margaret Marzullo, Mary Mazzacco, LaTuya Morris, Edna Newman, Thomas Odom, Nancy O'Toole, Brian Roberts, Vincent Vallese, Carlos Villacres, Dorothy Williams-Reed

H. **PERSONNEL ACTION (continued)**

15. **PROFESSIONAL DEVELOPMENT (continued)**

**Virtual Mindfulness - April 21, 2021 (1 hour)**

**Site Coordinator**

\$29.87/hr.

Doreen Regan

**Instructional Assistants**

\$13.36/hr.

Dalwasia Jones, Soledad Navarro, Jessica Rodriguez

**Teachers**

\$26.00/hr.

JamieLynn Bazydlo, Ja'Londa Boyd, Aaron Collins, Laurie DeMuro, Jennifer Farrell, Michael Gatta, Brenda Itzol, Francine Marucci, Margaret Marzullo, Mary Mazzacco, LaTuya Morris, Edna Newman, Thomas Odom, Nancy O'Toole, Brian Roberts, Cari Rock, Amanda Siller, Jonathan Trzeszkowski, Vincent Vallese, Carlos Villacres, Dorothy Williams-Reed

Motion was made by Mr. Covin, seconded by Ms. McCaskill and carried by roll call vote that the Board approve the following item (H16).

Ayes (7), Nays (0), Abstain (2) Dr. Critelli and Mr. Zambrano, Absent (0)

16. **PROFESSIONAL DEVELOPMENT**

That the Board approve/ratify the attendance of the following staff members for the 21st CCLC Grant Professional Development sessions:

**Storybook STEM - June 8th, 2021 (1 hour)**

**Teachers**

\$26.00/hr.

Andrew Critelli, Amy Zambrano

**Musical Engineering and Google Chrome Music Lab - June 15, 2021 (1 hour)**

**Teachers**

\$26.00/hr.

Andrew Critelli, Amy Zambrano

**Teaching Computational & Critical Thinking - June 9, 2021 (1 hour)**

**Teachers**

\$26.00/hr.

Andrew Critelli, Amy Zambrano

**Virtual Mindfulness - April 21, 2021 (1 hour)**

**Teachers**

\$26.00/hr.

Andrew Critelli, Amy Zambrano

H. **PERSONNEL ACTION (continued)**

Motion was made by Mr. Covin, seconded by Mrs. Peters, and carried by roll call vote that the Board approve the following item (H17).

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

17. **COACHING/ATHLETIC STIPEND POSITIONS - 2020-2021 SCHOOL YEAR - WINTER**

That the Board approve/ratify the following coaching/athletic stipend appointments as listed:

**Event Workers**

*paid Per Athletic Event Fee Schedule*

Terry Johnson, Jordan Rodriguez, Christopher Sanchez, Rangel Solano-Camacho, Alternise Toon

**HIGH SCHOOL  
CATEGORY 1**

**STEP**

**Head Coach Freshman Wrestling**

Nicholas Visicaro

6

\$3,900.00

Motion was made by Mrs. Peters, seconded by Ms. McCaskill and carried by roll call vote that the Board approve the following item (H18).

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

18. **COACHING/ATHLETIC STIPEND POSITIONS - 2020-2021 SCHOOL YEAR - WINTER**

That the Board approve/ratify the following coaching/athletic stipend appointments as listed:

**Event Workers**

*paid Per Athletic Event Fee Schedule*

Ronald Bennett

Motion was made by Mr. Covin, seconded by Dr. Critelli and carried by roll call vote that the Board approve the following items (H19 – H23).

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

19. **APPOINTMENT OF SUBSTITUTES FOR THE 2020-2021 SCHOOL YEAR**

That the Board approve the following substitutes for the 2020-2021 school year:

**SUBSTITUTE INSTRUCTIONAL ASSISTANTS - \*PENDING FINGERPRINTS**

Karla Bermudez-Hernandez, Kristopher Parker\*, Maria Novoa-Jones\*

**SUBSTITUTE CORRIDOR AIDE - \*PENDING FINGERPRINTS**

Manuel Rosario\*

**SUBSTITUTE SECRETARY - \*PENDING FINGERPRINTS**

Manuel Rosario\*

**SUBSTITUTE TEACHERS**

Amanda Macchia



H. **PERSONNEL ACTION (continued)**

20. **POLICIES AND REGULATIONS - SECOND AND FINAL READING - ALERT 221**

That the Board approve the new Policies and revised Policies and Regulations for a second and final reading as listed on **APPENDIX H-3**.

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

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

22. **ATTENDANCE AT CONFERENCES / MEETINGS**

That the Board approve the attendance of the staff members at the conferences indicated below:

**Jason Corley**

**\$1,280.00**

Athletic Administrator, to participate in Directors of Athletic Association of New Jersey 61st Annual State Workshop, sponsored by Directors of Athletic Association of New Jersey (DAANJ), to be held **May 2, 3, 4, 5, 6, 2021** at the Golden Nugget Hotel, Atlantic City, NJ (Acct: # 15-402-100-500-220-14-44)

23. **TEACHER/MENTOR PROGRAM 2020 - 2021 SCHOOL YEAR**

That the Board approve the following individual 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>
High School	Sajdah Muhammad	Dawn Ciaramella

I. **STUDENT ACTION**

Motion was made by Dr. Critelli, seconded by Mr. Covin and carried by roll call vote that the Board approve the following items (I1 – I3).

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 I-1**.

2. **PLACEMENT/TERMINATION OF STUDENTS ON HOME INSTRUCTION - 2020 - 2021 SCHOOL YEAR**

That the Board approve/ratify the placement/termination of home instruction for the 2020 - 2021 school year for the student listed on **APPENDIX I-2**.

3. **RECOMMENDATION FOR ATYPICAL HOMELESS TUITION-IN STUDENTS FOR PLACEMENT FOR THE 2020-2021 SCHOOL YEAR**

That the Board approve/ratify the following homeless tuition-in students for placement for the 2020-2021 school year.

**ASBURY PARK BOARD OF EDUCATION**

Student ID#: 20325249  
Placement: Amerigo A. Anastasia School  
Tuition: \$82.21/Day  
Effective: 1-2-2021

I. **STUDENT ACTION (continued)**

3. **RECOMMENDATION FOR ATYPICAL HOMELESS TUITION-IN STUDENTS FOR PLACEMENT FOR THE 2020-2021 SCHOOL YEAR (continued)**

Student ID#: 20305206  
Placement: Amerigo A. Anastasia School  
Tuition: \$68.73/Day  
Effective: 1-2-2021

Student ID#: 20315241  
Placement: Amerigo A. Anastasia School  
Tuition: \$82.21/Day  
Effective: 9-1-2020

Student ID#: 20326763  
Placement: Amerigo A. Anastasia School  
Tuition: \$83.24/Day  
Effective: 2-1-2021

Student ID#: 20337495  
Placement: Joseph M. Ferraina Early Childhood Learning Center  
Tuition: \$68.74/Day  
Effective: 9-1-2020

Student ID#: 20346360  
Placement: Lenna W. Conrow School  
Tuition: \$68.73/Day  
Effective: 1-1-2021

Student ID#: 20270213  
Placement: Middle School  
Tuition: \$87.30/Day  
Effective: 1-1-2021

Mr. Grant asked for the definition of an atypical homeless tuition-in student.

Mr. Rodriguez – When a student is in school and then becomes displaced, the student is homeless and the district is responsible to educate the student.

Motion was made by Mr. Covin, seconded by Mrs. Perez and carried by roll call vote that the Board approve the following items (I4 – I5).

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

4. **PLACEMENT OF TUITION-IN STUDENTS FOR THE 2020-2021 SCHOOL YEAR**

That the Board approve the following tuition-in student for the 2020-2021 school year.

**FREEHOLD REGIONAL SCHOOL DISTRICT**

Student ID#: 20237575  
Placement: Audrey W. Clark School  
Tuition: \$40,983.55  
Effective Date: 2/22/2021

I. **STUDENT ACTION (continued)**

5. **CORRECTIONS / REVISIONS TO MINUTES**

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

February 23, 2021

**ATTENDANCE AT CONFERENCES / MEETINGS**

Joy Daniels, Early Childhood Director, to participate in LETRS Unit Training, sponsored by Voyager Sopris Learning, to be held April 12, 13, 19, 21, 2021 - Virtual Workshop - Virtual Workshop, \$1,200.00; (Acct. #11-00-230-585-390-12-44). This should have read \$1,419.00.

**ACCEPTANCE OF THE CORRECTIVE ACTION PLAN FOR THE FY2020 AUDIT**

The amended Corrective Action Plan is attached - APPENDIX I-3.

**COACHING/ATHLETIC STIPEND POSITIONS 2020-2021 SCHOOL YEAR - SPRING**

Ashley Stewart; Middle School Track/Field Assistant Coach (B/G), Step 8 at \$2,800.00  
This should have read Step 10, \$3,000.00.

**APPOINTMENT OF SUBSTITUTE TEACHERS FOR 2020-2021 SCHOOL YEAR**

Amanda Esposito; Substitute Teacher. This should have read Samantha Esposito.

January 26, 2021

**FAMILY/MEDICAL LEAVE OF ABSENCE**

Colleen Alcott, High School media specialist should have read use of unpaid days from February 28, 2021 to June 18, 2021.

Sarah Hansen, AWC Alternative Academy teacher should have read use of sick days from January 27, 2021 to May 13, 2021 and unpaid days from May 14, 2021 to June 18, 2021.

Antonia Laterza, Gregory School teacher should have read use of sick days from January 21, 2021 to March 19, 2021.

Jennifer Noone, Gregory School teacher should have read use of sick days from January 19, 2021 to January 29, 2021.

**COACHING/ATHLETIC STIPEND POSITIONS 2020-2021 SCHOOL YEAR - SPRING**

Devron Clark; Middle School Track/Field Head Coach (B/G), Step 7 at \$2,700.00. This should have read Step 10, \$3,700.00.

November 10, 2020

**FAMILY/MEDICAL LEAVE OF ABSENCE**

Maria Maisto, George L. Catrambone School teacher should have read use of sick days from November 2, 2020 to March 5, 2021.

Cheryl Stavola, Middle School teacher should have read use of sick less sub pay days from February 22, 2021 to March 8, 2021.

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

No one addressed the Board.

Mr. Covin asked the Board their feelings about having the meetings downstairs in the auditorium or back in the Middle School beginning in May provided the CDC guidelines and regulations would allow it. Several Board members agreed that this would be a good idea as long as the CDC guidelines would support it.

K. **ADJOURNMENT – 6:43 P.M.**

There being no further discussion, motion was made by Mr. Covin, seconded by Ms. McCaskill and carried by roll call vote that the Board adjourn the meeting at 6:43 P.M.  
Ayes (9), Nays (0), Absent (0)

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



# MINUTES

## OPERATION AND MANAGEMENT COMMITTEE

Wednesday, March 3, 2021 - 6:30 P.M.

ZOOM Meeting

### COMMITTEE MEMBERS:

Armand Zambrano, Chairperson  
Donald Covin  
Lucille Perez  
Lauren McCaskill

### ADMINISTRATORS:

Francisco E. Rodriguez  
Alvin L. Freeman, Ed.D.  
Peter E. Genovese III, RSBO, QPA  
Ann C. Degnan  
Christopher Dringus

### FACILITIES

- Fire pump controls replacement – In the past two weeks we have replaced the control system for the Fire Pump Controls at the Anastasia and Gregory Schools. The old systems were outdated and unable to be repaired. We hired an outside company for the control equipment and our district electrician took care of the electric needs.
- Replacement of controls at the Middle School - large HVAC units. We are working to replace the HVAC controls on the largest rooms at the Middle School – the Auditorium, Gyms, cafeterias and kitchen. We are installing boards in each of those units to enable us full control over the units.
- Replacement of controls for boilers at the Anastasia School, Gregory School and JMFECLC. The boilers at these schools have controls on them for the HVAC system. These units are out dated and need to be replaced. They cannot be repaired. We hired an outside company to replace the units.
- Replacement of boilers at JMFECLC and hot water heaters at the Gregory School and Middle School. We are seeking prices for the boiler replacement at the JMFECLC. The Gregory School hot water heater was replaced with on-demand systems installed by our plumbers. The Middle School hot water heater was repaired and has been placed back online.

### TECHNOLOGY

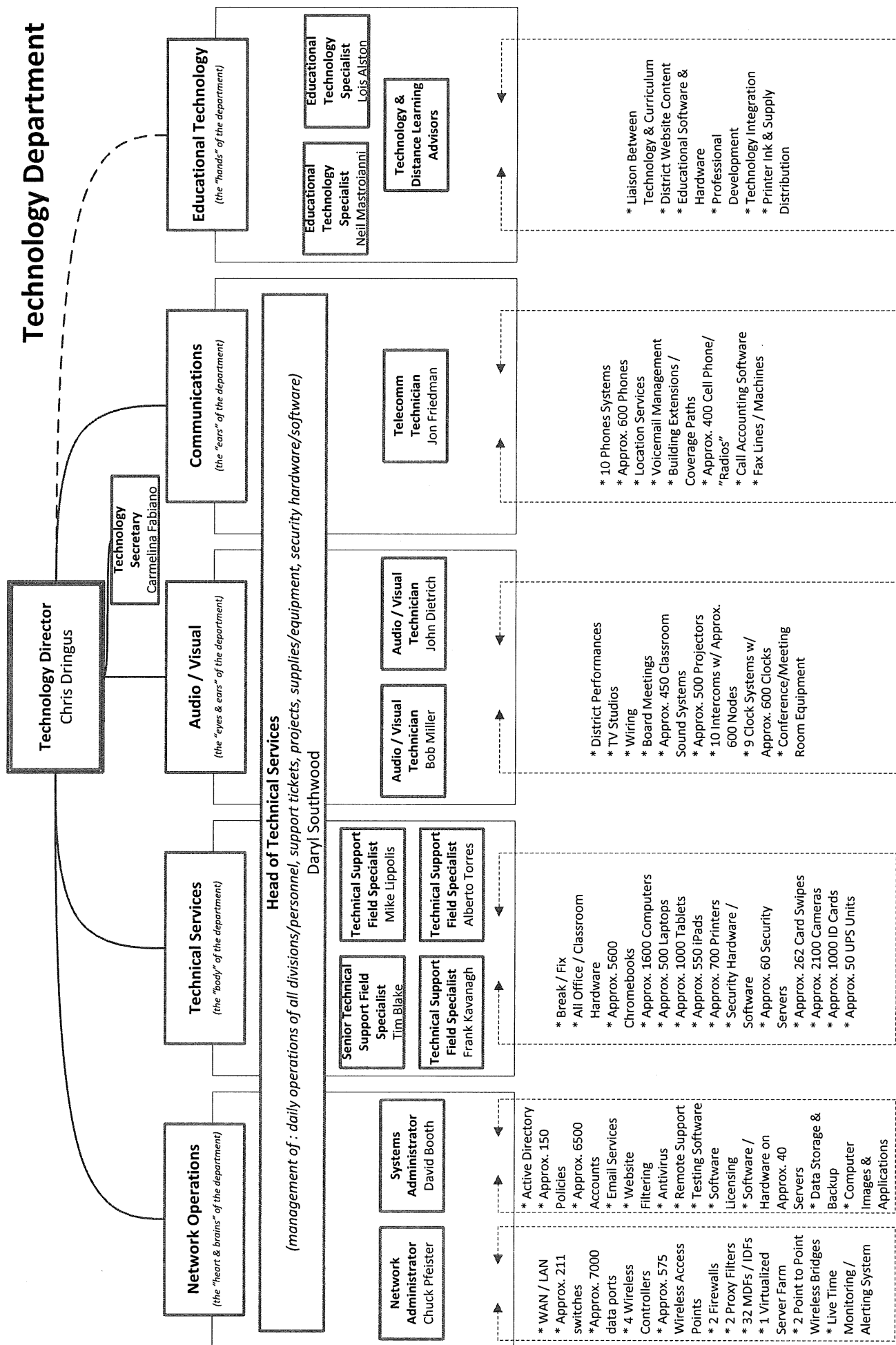
- E-rate - We have been awarded our next 5 year block of E-rate funding for Category 2 which will begin July 1, 2021
- Phone Systems -
  - We are finalizing the plan to replace the 3 remaining stand alone phone systems at 422 Westwood Avenue, Little Waves and Holy Trinity with "on network" phone systems
  - We are in the planning phase of making system wide changes and adding a server with specialized software for 911 location services
- Technology Staff - Comprehensive overview of the Technology staff and their responsibilities is attached.

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### GOALS

1. The committee members will actively participate in professional dialog pertaining to facility management and preventative maintenance.
2. The committee members will seek professional learning experiences pertaining to facility operations with specific focus towards: educational code, NJ statute, federal guidelines, technology advancements, policy revisions, and initiatives put forth by the Department of Education.

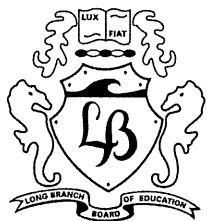
# Technology Department



K  
E  
Y

----- = Works w/ Department

----- = Part of Department



# MINUTES

## INSTRUCTION AND PROGRAMS COMMITTEE

Wednesday, March 4, 2021 - 5:30 P.M.  
540 Broadway - 3rd Floor Conference Room & Zoom

### **COMMITTEE MEMBERS:**

Violeta Peters: Chair  
Caroline Bennett  
Michele Critelli, Ed.D.  
Armand Zambrano

### **ADMINISTRATORS:**

Francisco E. Rodriguez  
Alvin L. Freeman, Ed.D.  
Frank Riley

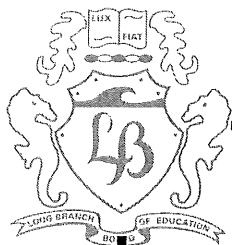
1. State Testing
  - On 2/12, the State DOE announced that testing will be postponed until 4/5/21.
  - On 2/19, Governor Murphy announced that NJ would be pursuing a Federal Waiver for State Testing.
  - On 2/22, the Biden Administration announced they would not be granting state's waivers for testing, but would be exploring providing flexibility options.
  - At present time, we are awaiting further guidance from the State DOE on how NJ will proceed.
2. Strategic Planning
  - We are working with Dr. William Adams from W.H. Adams & Associates, LLC to create a Strategic Plan for Long Branch Public Schools.
  - The goal is to have this process completed by June, 2021, and to be presented to the Board of Education at their monthly meeting on June 30, 2021.
  - Our last Strategic Plan was created in August, 2011
  - This last plan took input from **internal stakeholders only**
  - Our new Strategic Plan will seek input from myriad of Stakeholders including Students, Parents, & Community Leaders
3. Middle and High School Scheduling
  - Second year working with Elliot Merenbloom, a scheduling consultant/expert
  - Helped create the 2020-21 LBMS Master Schedule
  - Highlights
    - i. Additional Elective Course Offerings
    - ii. Full Year Elective Courses
    - iii. Physical Education Daily
  - Students and Staff Placed in Cohorts

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### **INSTRUCTION & PROGRAMS COMMITTEE GOALS**

The committee members will actively participate in professional dialog pertaining to the state student learning standards, teacher evaluation, student growth objectives, student growth percentiles and NJSLA.

The committee members will seek professional learning experiences pertaining to curriculum and instruction with specific focus towards: state student learning standards, teacher evaluation, student growth objectives, student growth percentiles and NJSLA.



# MINUTES

## COMMUNICATIONS / SECURITY COMMITTEE MEETING

Tuesday, March 2, 2021 - 5:30 PM

540 Broadway - 3rd Floor Conference Room & Zoom

### **COMMITTEE MEMBERS:**

Avery Grant: Chairperson  
Tasha Youngblood Brown  
Caroline Bennett  
Lauren McCaskill

### **ADMINISTRATORS:**

Francisco E. Rodriguez  
Alvin L. Freeman, Ed.D.  
Walter J. O'Neill, Jr, CSSS

We reviewed how in late 2020 the district switched from their old/outdated portable radio system to the AT&T FirstNet Emergency Communication Platform. After the devastating attacks in 2011, the government created a nationwide super-fast high-speed wireless broadband network dedicated to public safety. It is a reliable, highly secure, interoperable, and innovative public safety communication platform. It was first developed for law enforcement, fire and first aid, but now is open to education facilities. The LBPS is one of the first Prek-12 districts to join the FirstNet team.

LBPS purchased 303 Sonim XP8 cellular devices that were programmed by Walter J. O'Neill, Jr. He and Jonathan Friedman in December started going out and training each district employee assigned a Sonim on how to use them.

AT&T identified two schools with problematic signal reception. They sent out specialists who conducted signal mapping of the GLC and High School. After problem areas were identified, AT&T decided that "MetroCells" which increase in-building wireless coverage would solve the problems. AT&T delivered six MetroCells to the district (\$5,000 each with no cost to the LBPS) and installed two at GLC and three at the High School. We now have full coverage on the FirstNet system in all sites. One MetroCell is being stored here as a back-up.

During the recent snowstorms, the security department created individual channels for the Facilities Department so the operators of the snowplows could communicate without interfering with the building custodians who also had their own frequency. One of the strengths of the XP8 is that at any time channels/frequencies can be added. Our old portable radios had only 12 channels, these new devices can have over 300 individual channels.

CrisisGo, the district emergency communication platform. It is an application that all staff members can download free onto their personal cell phones and the districts have loaded onto all district issued computers and phones for staff. Currently we have 1,162 employees using the app (includes food service & KLC).

Walter O'Neill, working with CrisisGo, developed a fast pre-certification entry verification portion of the app. Every morning at 6:00 am, staff members receive an email from CrisisGo and they must answer a few questions and then are given an entry badge based upon those answers. This system was also expanded for visitor and student entry.



Cleaning our schools has always been a high priority, during the pandemic it has become even more important. Walter O'Neill again working with Ann Degnan, have developed a special section within CrisisGo for all custodians to complete a detailed checklist when they clean restrooms, locker rooms, cafeterias and other areas that are in heavy use.

NJ DOE requires all school districts to submit yearly emergency drill reports. Currently the district has been using a Google form that must be completed after each fire and emergency drill conducted. Walter O'Neill and CrisisGo have developed a customized reporting system within the application that is automatically completed as the schools use the platform to conduct its drills. They also were able to send principals reminders within the application of what drills are to be conducted and what drills they have not conducted.

As of March 2, 2021, the audible alarm on CrisisGo has been changed from a blaring siren, to a more contemporary alert tone with voice commands. This now allows the staff member to react instantly without having to look at their device.

NJ DOE requires all school districts to conduct mandatory emergency drills. All schools must hold 2-Active Shooter, 2-Lockdown, 2-Bomb Threat, and 2-Evacuation drills each year. In September, the state asked schools not to hold active shooter and lockdown drills, as they require procedures that are in contrast to social distancing requirements. Walter O'Neill as a member of the Monmouth County School Security Directors Association has been working with Senator Vin Gopal in asking Governor Murphy for a waiver of the active shooter and lockdown drills. The result is that the Governor and NJDOE have issued new guidelines and procedures for those drills, which we cannot share publicly.

NJ DOE requires that all districts conduct risk assessments of all their buildings during the 2021-2022 calendar year. The state has collaborated with a company that provides a free application that can be downloaded to a device with over 3,000 questions that the user must answer. Walter O'Neill has received training on this app and will be developing Threat Assessment Teams at each school to conduct these assessments.

NJ DOE requires school employees to have parking permits displayed in their personal vehicles. The district has purchased new hangtags that will be deployed district wide.

Walter O'Neill has also completed a course entitled "Addressing Sexual Misconduct in the School Setting" and has passed the course information over to all the LBPS security officers who are taking the online training.

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### **Committee Goals:**

The committee members will actively participate in professional dialogue pertaining to school safety and district public relations.

The committee members will seek professional learning experiences pertaining to school safety and communications, with specific focus towards homeland security standards, NJ statute, federal guidelines, best practices and policy revisions.

**2020-2021 Long Branch Public Schools Sustainable & Digital Schools Committees List**

Francisco Rodriguez, Superintendent of Schools  
JanetLynn Dudick, Ph.D., Assistant Superintendent for Pupil Personnel Services  
Frank Riley, Assistant Superintendent Office of Leadership & Innovation  
Alisa Aquino, District Director of Personnel  
Bridgette Burt, Coordinator of Grants & Innovative Programs  
Ann Degnan, Assistant Business Administrator for Facilities  
Gary Vecchione, Assistant Facilities Manager  
Diego DeAssis, Social & Environmental Sustainability Officer  
Neil Mastroianni, Education Technology Specialist  
Lois Alston, Education Technology Specialist  
Markus Rodriguez, Director of Diversity, Equity and Inclusion  
Joanne Montanti, Teacher, Middle School/NJEA Union President  
Jena Valdiviezo, Supervisor of Science 6-12 District  
Karissa Disney, Supervisor of Bilingual Education  
Jennifer Steffich, Supervisor of Special Education

Long Branch High School

James Brown, Angela Torres, Erin Lamberson, Tammy Glanzberg, Vanessa Giammanco, Jenna Anderson, Jenna Camacho, Raul Rivera, Roy Palijaro, Vito Terranova, Amanda Roa, Alexander Smiga, Don Clark, Melissa Cooper, Alessandra Farruggio, Marc Hyndsman, Graham Huggins-Filozof

Historic High School/School of Social Justice

Vincent Muscillo, Vito Terranova, Sydney Lasquinha, Amanda Terry, Kristen Clarke

Long Branch Middle School

Christopher Volpe, Kim Hyde, Nicole Esposito, Jessica Dougherty, Dorothy Williams-Reed, Joseph Maratta, Timothy Smith, Meredith Riddle, Vade Hanlon, John O'Shea, Megan Renzo, Delanyard Robinson, II, Christina Bronowich

George L. Catrambone School

Jessica Alonzo, Nikolas Greenwood, Kelly Stone, Michele Morey, Katie Marx, Sarah Kaplan, Kelly Vargas, Maria Manzo, Betsy Kaeli, Kelli Shaughnessy, Nicola Merlucci, Martha Prieto, Amanda Castano, Elizabeth Gannon, Kristin Ciccone, Christine Zergebel, Robert Luehman, Darlene Santos, Katie Wachter

Gregory School

Beth McCarthy, Laura Widdis, Meredith Rindner, Stacy Simms, John O'Neill, Holly Terracciano, Erica Krumich, Angela Robinson, Christina Marra, Brian Roberts, Stephanie Dixon, Jonathan Trzeszkowski, Greg Penta, Jolie Dynak, Chad King, Ebone Lawrence-Smith, Twana Richardson, Amanda MacDonald, Beth Applegate

Amerigo A. Anastasia School

Michelle Merckx, Aisha Wickes, Marina Basile, Denise Woolley, Lee Carey, Melissa Christopher, Lisa Pangborn, Erin Hennelly, Erin Barrett

Morris Avenue School

Matthew Johnson, Kerin Halper, Cathy Svenda, Nicole Trainor, Ed.D, Tracey Cistaro, Kelly McOmber, Elizabeth Lundberg, Kimberly Douglas, Anthony Migliaccio

Lenna W. Conrow School

Bonita Potter-Brown, Jen Gervase, Siobhan Curry, Jennifer Long, Felicia Clark, Dawn O'Grady, Leah Opitto, Tracy McMahon, Anthony DeSantis, Molly Guzman

Joseph M. Ferraina Early Childhood Learning Center

Linda Alston-Morgan, Kim Walker, Ana Rugo, Betsy Callaghan, Leah Roberts, Marianne Carr, Janise Stout, Meg Chavez, Dina Cocuzza, Michelle Widdis, Ryan Munson

Audrey W. Clark School

Kristine Villano, Sarah Hansen, Maureen Hague, Kirsty Corcoran, Victoria Leotsakas, Tracy Miller, Michelle Gargiulo, Caitlyn Walling, Emily Bryk (Beaver), Will Potter

<b>Contractor</b>	<b>Route #</b>	<b>FY21 Per Diem Cost (incl Bus Aide)</b>	<b>FY21 Yearly Cost (180 days)</b>	<b>1.00% Renewal Increase (per diem)</b>	<b>FY22 Per Diem Total (incl bus aide)</b>	<b>FY22 Yearly Cost (180 days)</b>
Jay's Bus Service	G1	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	G12	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	G5	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	J1	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	J2	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	J3	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	L1	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	L2	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	L3	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	LBHS1	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	LBHS2	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	LBMS1	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	LBMS2	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	M1	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	M2	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	M3	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	M4	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	M5	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	SAT1	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	SAT2	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	Y1	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	Y3	\$ 192.85	\$ 34,713.00	\$ 1.93	<b>\$194.78</b>	<b>\$ 35,060.13</b>
Jay's Bus Service	A1	\$ 213.15	\$ 38,367.00	\$ 2.13	<b>\$215.28</b>	<b>\$ 38,750.67</b>
Jay's Bus Service	A2	\$ 213.15	\$ 38,367.00	\$ 2.13	<b>\$215.28</b>	<b>\$ 38,750.67</b>
Jay's Bus Service	A3	\$ 213.15	\$ 38,367.00	\$ 2.13	<b>\$215.28</b>	<b>\$ 38,750.67</b>
Jay's Bus Service	G2	\$ 213.15	\$ 38,367.00	\$ 2.13	<b>\$215.28</b>	<b>\$ 38,750.67</b>
Jay's Bus Service	G3	\$ 213.15	\$ 38,367.00	\$ 2.13	<b>\$215.28</b>	<b>\$ 38,750.67</b>
Jay's Bus Service	G6	\$ 213.15	\$ 38,367.00	\$ 2.13	<b>\$215.28</b>	<b>\$ 38,750.67</b>
Jay's Bus Service	G9	\$ 213.15	\$ 38,367.00	\$ 2.13	<b>\$215.28</b>	<b>\$ 38,750.67</b>
Jay's Bus Service	J4	\$ 213.15	\$ 38,367.00	\$ 2.13	<b>\$215.28</b>	<b>\$ 38,750.67</b>
Jay's Bus Service	J5	\$ 213.15	\$ 38,367.00	\$ 2.13	<b>\$215.28</b>	<b>\$ 38,750.67</b>
Jay's Bus Service	L4	\$ 213.15	\$ 38,367.00	\$ 2.13	<b>\$215.28</b>	<b>\$ 38,750.67</b>
Jay's Bus Service	L5	\$ 213.15	\$ 38,367.00	\$ 2.13	<b>\$215.28</b>	<b>\$ 38,750.67</b>
Jay's Bus Service	L6	\$ 213.15	\$ 38,367.00	\$ 2.13	<b>\$215.28</b>	<b>\$ 38,750.67</b>
Jay's Bus Service	L7	\$ 213.15	\$ 38,367.00	\$ 2.13	<b>\$215.28</b>	<b>\$ 38,750.67</b>
Jay's Bus Service	M6	\$ 213.15	\$ 38,367.00	\$ 2.13	<b>\$215.28</b>	<b>\$ 38,750.67</b>
Jay's Bus Service	M7	\$ 213.15	\$ 38,367.00	\$ 2.13	<b>\$215.28</b>	<b>\$ 38,750.67</b>
Jay's Bus Service	Y2	\$ 213.15	\$ 38,367.00	\$ 2.13	<b>\$215.28</b>	<b>\$ 38,750.67</b>

**Jay's Bus Service FY22 Total:      \$      1,391,333.58**

CON'T....

I recommend the Board of Education approve the renewal of the following bus routes for the 2021-2022 SY:

Contractor	Route #	FY21 Per Diem Cost (incl Bus Aide)	FY21 Yearly Cost (180 days)	1.00% Renewal Increase (per diem)	FY22 Per Diem Total (incl bus aide)	FY22 Yearly Cost (180 days)
Seman Tov	A4	\$ 245.63	\$ 44,213.40	\$ 2.46	<b>\$248.09</b>	<b>\$ 44,655.53</b>
Seman Tov	Y4	\$ 249.69	\$ 44,944.20	\$ 2.50	<b>\$252.19</b>	<b>\$ 45,393.64</b>
Seman Tov	G7	\$ 228.38	\$ 41,108.40	\$ 2.28	<b>\$230.66</b>	<b>\$ 41,519.48</b>
Seman Tov	G8	\$ 230.41	\$ 41,473.80	\$ 2.30	<b>\$232.71</b>	<b>\$ 41,888.54</b>
Seman Tov	G10	\$ 237.51	\$ 42,751.80	\$ 2.38	<b>\$239.89</b>	<b>\$ 43,179.32</b>
Seman Tov	G11	\$ 235.48	\$ 42,386.40	\$ 2.35	<b>\$237.83</b>	<b>\$ 42,810.26</b>
Seman Tov	G13	\$ 239.54	\$ 43,117.20	\$ 2.40	<b>\$241.94</b>	<b>\$ 43,548.37</b>
Seman Tov	G14	\$ 244.62	\$ 44,031.60	\$ 2.45	<b>\$247.07</b>	<b>\$ 44,471.92</b>
Seman Tov	G15	\$ 246.65	\$ 44,397.00	\$ 2.47	<b>\$249.12</b>	<b>\$ 44,840.97</b>

**Seman Tov FY22 Total: \$ 392,308.04**

*FY22 Grand Total for Transportation Contract Renewals:* **\$ 1,783,641.62**

## Special Education Medicaid Initiative (SEMI) Action Plan

In accordance with N.J.A.C. 6A:23A-5.3(f) and (g), failure to maximize SEMI, each district that has less than 90 percent participation of SEMI eligible students in the prebudget year or has failed to comply with all program requirements set forth in N.J.A.C. 6A:23A-5.3(e) shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the district's proposed budget submission. Districts should determine which items below relate to their specific areas of weakness and then specify activities to be implemented to improve and maximize SEMI participation.

County: **Monmouth**

District: **Long Branch Public Schools**

Date: **March 10, 2021**

### Sample Corrective Action Plan Table

SEMI Action Plan Components	District Activities for Compliance	Person(s) Responsible	Projected Timelines	Documentation of Completion/Implementation	Date Completed
<p><b>COVID-19: The failure to achieve the revenue benchmark directly related to the State-wide declaration of a public health emergency, which resulted in school closures, thus reducing the number of Medicaid eligible services provided.</b> Statement that district will strive to deliver all required health-related direct and evaluation services in a safe manner and will submit for billing in a timely manner.</p> <p><b>COVID-19: The failure to achieve the parental consent benchmark directly related to the State-wide declaration of a public health emergency, which resulted in school closures, thus limiting access to interaction with parents for obtaining parental request responses.</b> Statement that district will strive to pursue receipt of outstanding SEMI parental consent responses via U.S. mail or electronic submission of signed consent forms</p> <p><b>Parental Consent Forms:</b> Procedures for obtaining signed paper or electronic parental consent forms, such as those delineated in the Parental Consent Best Practices document available on the EdPlan™ website. This includes procedures to document how annual notification for parental consent is disseminated to parents in order to maintain consent.</p>	<p>The district provided ESY the summer of 2020 for both instruction and related services. Self-contained special education classrooms Prek-Adult were in-person learning beginning Sept. 2020 which afforded in-person opportunities and more consistent related services for students. Programs and services were provided in a safe manner. Billing was consistently submitted monthly and in a timely manner</p>	Related Service Providers	July, 2020-June, 2022	IEP service logs, SEMI tracking documents.	June, 2022
<p><b>Establishing Benchmarks for Maximum SEMI Participation:</b> Establish a benchmark of x percent for the current school year or for the first year that the district does not have an approved waiver pursuant to the provisions of N.J.A.C. 6A:23A-5.3(b), whichever is applicable, for obtaining maximum participation of all SEMI eligible students by the start of the subsequent school year.</p> <p>The benchmarks for the current school year or for the first year that the district does not have an approved waiver pursuant to (b) above, whichever is applicable, for achieving maximum participation shall close, at a minimum, the gap between current participation and maximum participation by 50 percent by the beginning of the subsequent school year, and</p> <p>The benchmarks shall be based on the percentage of parental consent forms collected from eligible students. The number of parental consent forms shall reflect one parental consent form or one document noting parental refusal for each eligible student.</p>					

## Special Education Medicaid Initiative (SEMI) Action Plan

In accordance with N.J.A.C. 6A:23A-5.3(f) and (g), failure to maximize SEMI, each district that has less than 90 percent participation of SEMI eligible students in the prebudget year or has failed to comply with all program requirements set forth in N.J.A.C. 6A:23A-5.3(e) shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the district's proposed budget submission. Districts should determine which items below relate to their specific areas of weakness and then specify activities to be implemented to improve and maximize SEMI participation.

County: Monmouth

District: Long Branch Public Schools

Date: March 10, 2021

### Sample Corrective Action Plan Table

SEMI Action Plan Components	District Activities for Compliance	Person(s) Responsible	Projected Timelines	Documentation of Completion/Implementation	Date Completed
<b>Documenting Health-related Evaluation Services:</b> Procedures to ensure that all SEMI eligible health-related evaluation services are documented in the third-party administrator's system. Health-related evaluation Services are only claimable are only claimable for Medicaid if all requirements outlined in the SEMI Provider Handbook are met.	Related service logs are maintained by each related service provider for their roster within the district's IEP system. We have a district point person who communicates with the related service providers, assures that their SEMI logs are handed in and then uploads all information into the district's IEP system.	Related Service Providers; Secretarial staff	July, 2020-June, 2022	IEP service logs, SEMI tracking documents.	June, 2022
<b>Documenting SEMI Eligible Health-Related Services:</b> Procedures to ensure that all SEMI eligible health-related services, including those provided by entities where the district has placed SEMI eligible students, are documented in the third-party administrator's system.	Related service logs are maintained by each related service provider for their roster within the district's IEP system. We have a district point person who communicates with the related service providers, assures that their SEMI logs are handed in and then uploads all information into the district's IEP system.	Related Service Providers; Secretarial staff	July, 2020-June, 2022	IEP service logs, SEMI tracking documents.	June, 2022
<b>Validation of IEP on File:</b> Procedures to ensure that a valid IEP is on file and the correct IEP date is documented in the third-party administrator's system for each SEMI eligible student for whom parental consent has been obtained.	Related service log is maintained within the district's IEP system. We have a district point person who communicates with the related service providers, assures that their SEMI logs are handed in and then uploads all information into the district's IEP system.	Related Service Providers; Secretarial staff	July, 2020-June, 2022	IEP service logs, SEMI tracking documents.	June, 2022
<b>Validation of Service Provider Qualifications:</b> Procedures to ensure that service providers used by the district and entities where the district has placed SEMI eligible students have valid licenses and certifications and that these SEMI provider qualifications are documented in the third-party administrator's system.	Annually related services providers; both in and out of district provide current and valid licenses and certifications. The district's SEMI administrator update the system.	Related Service Providers; Secretarial staff	July, 2020-June, 2022	IEP service logs, SEMI tracking documents.	June, 2022
<b>Participation in SEMI Training Opportunities:</b> Procedures to ensure that staff participate in relevant training opportunities provided by the third-party administrator, including, but not limited to, regional meetings and online training.	SEMI administrator are trained annually and related service providers updated.	Related Service Providers; Secretarial staff	July, 2020-June, 2022	IEP service logs, SEMI tracking documents.	June, 2022
<b>Timely Certification of Quarterly Staff Pool List:</b> Procedures to ensure that the quarterly staff pool list is certified under the time frames required in the implementation of cost settlement via the third-party	Related service log is maintained within the district's IEP system. We have a district point person who communicates with the related service providers, assures that their SEMI logs	Related Service Providers; Secretarial staff	July, 2020-June, 2022	IEP service logs, SEMI tracking documents.	June, 2022

**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 a Teacher of Autism to meet the needs of the students at the Amerigo A. Anastasia School.

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

Ayes: 9  
Nays: 0  
Absent: 0  
Date: March 17, 2021



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

**POSITION DESCRIPTION**

**TITLE:** Literacy Coach

**QUALIFICATIONS:**

1. NJ certification in Elementary Education
2. BA/BS in Elementary Education or related field
3. Reading Specialist Certification preferred
4. Must have a strong background in both the theory and the practice of literacy education (reading, writing, phonics, and spelling).
5. Must have comprehensive knowledge about the content and methodology of balanced reading instruction in the following key areas identified by the National Reading Panel: motivation and background knowledge, phonics, phonemic awareness, vocabulary, fluency, comprehension, and writing.
6. Must have knowledge of child development for elementary school-aged students.
7. Must have experience in assessing student skills and knowledge in reading and writing, using a variety of formal and informal assessment tools.
8. Must have experience in using assessment results to inform instruction.
9. Must have knowledge of learning and behavioral characteristics of students and how these characteristics may impact literacy learning.
10. Must have knowledge of intensive interventions, beyond the core instructional program, for students who are not making adequate progress in literacy learning.
11. Must have significant knowledge of grade-level benchmarks.
12. Such alternatives to the above qualifications as the Superintendent may find appropriate

**REPORTS TO:** Building Principal

## **ESSENTIAL FUNCTION:**

The Literacy Coach will provide instructional support and coaching to teachers as they work to ensure that each student is able to reach his or her academic potential. The Literacy Instructional Coach's primary role is to work with teachers to support best practices in using data, provide analysis of school-wide trends in instruction, and make recommendations about potential next steps to address areas of need. As an advisor to teachers and the leadership team, the Literacy Coach is responsible for four main areas: a) observing instructional delivery and providing feedback to enhance and support the development of each teacher's content area b) supporting teachers in the design of units and lessons for the development of their year-long curriculum, c) analyzing data in order to modify curriculum and forms of assessment to meet students' needs, and d) working with the academic staff (grade-level chairs, assistant principals, principals) in the school to support sharing of best practices.

The Literacy Coach must take a hands-on approach to improve instruction and effectiveness by working at various levels (classroom-, school-, system-wide) to directly improve ELA instruction, student learning, and foster teacher development. This may include modeling lessons in classrooms, helping teacher groups plan instruction, creating system-wide policies and procedures, and facilitating professional development.

Literacy Coaches must be able to move throughout the building, up and downstairs, and throughout classrooms.

## **TERMS OF EMPLOYMENT:**

10-month contractual employee

## **EVALUATION:**

Building Principal

## **PERFORMANCE RESPONSIBILITIES:**

1. The Literacy Instructional Coach will work closely with the teachers, administrators to strategically create and implement a plan to increase student achievement in ELA.
2. Design and implement reading academic interventions using research-based methodology.
3. Communicate with school personnel and parents of children regarding reading levels and rate of progress.
4. Gather, compile, and disaggregate data; and link that data to student learning and instruction.
5. Differentiate instruction based on assessment data.
6. Document interventions and progress on each child.
7. Develop and implement lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required.
8. Works collaboratively with subject area supervisors, directors, and school personnel in support of best practices.

9. Attend professional learning opportunities that promote improved instructional strategies and support researched-based resource material needed to implement the intervention program successfully and support/maintain professional growth.

**Board Approved:**

**NEW POLICIES AND REVISED POLICIES AND REGULATIONS**  
**SECOND READING - ALERT 221**

P 1620	Administrative Employment Contracts (M) (Revised)
P 2431	Athletic Competition (M) (Revised)
R 2431.1	Emergency Procedures for Sports and Other Athletic Activity (M) (Revised)
P 2451	Adult High School (M) (Revised)
P 2464	Gifted and Talented Students (M) (Revised)
P & R 5330.05	Seizure Action Plan (M) (New)
P 6440	Cooperative Purchasing (M) (Revised)
P & R 6470.01	Electronic Funds Transfer and Claimant Certification (M) (New)
P & R 7440	School District Security (M) (Revised)
P 7450	Property Inventory (M) (Revised)
P & R 7510	Use of School Facilities (M) (Revised)
P 8420	Emergency and Crisis Situations (M) (Revised)
P 8561	Procurement Procedures for School Nutrition Programs (M) (Revised)

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

**DANIEL LYNCH**, George L. Catrambone School teacher effective April 14, 2021.

**RAUL PACHECO**, Middle School corridor aide effective March 15, 2021.

**RAFFAELLA PAGANO**, Lenna W. Conrow School instructional assistant effective March 22, 2021.

**PATRICE PEREZ**, Joseph M. Ferraina Early Childhood Learning Center teacher effective April 6, 2021.

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

**ISABEL CORREA**, Middle School secretary from July 1, 2021 to July 30, 2021.

**MARISSA FORNICOLA**, Coordinator for Special Services from March 2, 2021 to March 5, 2021.

**MAUREEN FRAGALE**, Morris Avenue Instructional assistant February 25, 2021 to April 1, 2021.

**CHARLETTA FRIDAY**, Joseph M. Ferraina Early Childhood Learning Center instructional assistant from March 25, 2021 to May 26, 2021.

**ASHLEY GWATHNEY**, High School social worker from February 11, 2021 to April 27, 2021.

**JANE HOUGH**, Audrey W. Clark Alternative Academy teacher from March 18, 2021 to May 4, 2021.

**AMANDA LISKI**, George L. Catrambone School teacher from April 26, 2021 to May 13, 2021.

**RAUL PACHECO**, Middle School corridor aide from February 8, 2021 to March 10, 2021.

**ELSA VILLALOBOS**, High School instructional assistant from January 14, 2021 to February 11, 2021.

**SUSAN ZAMBRANO**, Business Office confidential secretary from May 4, 2021 to July 23, 2021.

**FAMILY/MEDICAL LEAVE OF ABSENCE USING URGENT BUSINESS DAYS**

**CHARLETTA FRIDAY**, Joseph M. Ferraina Early Childhood Learning Center instructional assistant from May 27, 2021 to June 1, 2021.

**JANE HOUGH**, Audrey W. Clark Alternative Academy teacher from May 5, 2021 to May 6, 2021.

**AMANDA LISKI**, George L. Catrambone School teacher for May 14, 2021 and May 17, 2021.

**FAMILY/MEDICAL LEAVE OF ABSENCE USING VACATION DAY(S)**

**SUSAN ZAMBRANO**, Business Office confidential secretary from April 23, 2021 to April 30, 2021.

**FAMILY/MEDICAL LEAVE OF ABSENCE USING EXCHANGE DAY(S)**

**SUSAN ZAMBRANO**, Business Office confidential secretary for May 3, 2021.

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

**MARISSA FORNICOLA**, Coordinator for Special Services for February 22, 2021, February 23, 2021, February 25, 2021 to March 1, 2021.

**FAMILY/MEDICAL LEAVE OF ABSENCE USING MINUS SUB PAY DAYS**

**CHARLETTA FRIDAY**, Joseph M. Ferraina Early Childhood Learning Center instructional assistant from June 2, 2021 to June 15, 2021.

**ASHLEY GWATHNEY**, High School social worker from April 28, 2021 to May 11, 2021.

**JANE HOUGH**, Audrey W. Clark Alternative Academy teacher from May 7, 2021 to May 20, 2021.

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

**RICHARD BUNCE**, Transportation bus driver from March 22, 2021 to June 18, 2021.

**BETSY CALLAGHAN**, JMF Early Childhood Learning Center student advisor from February 9, 2021 to April 9, 2021.

**CHARLES CONDONE**, High School corridor aide from March 11, 2021 to May 26, 2021.

**FAMILY/MEDICAL LEAVE OF ABSENCE USING UNPAID DAYS (continued)**

**CHARLETTA FRIDAY**, Joseph M. Ferraina Early Childhood Learning Center instructional assistant from June 16, 2021 to June 18, 2021.

**JANE HOUGH**, Audrey W. Clark Alternative Academy teacher from May 21, 2021 to June 18, 2021.

**AMANDA LISKA**, George L. Catrambone School teacher from May 18, 2021 to June 18, 2021.

**RAUL PACHECO**, Middle School corridor aide from March 11, 2021 to March 13, 2021.

**ELSA VILLALOBOS**, High School instructional assistant from February 12, 2021 to April 15, 2021.

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

**MELANIE HARDING**, District Mathematics Supervisor March 15th & March 18th; March 22nd & March 25th; March 29th & April 1st; April 5th & April 8th; April 12th & April 15th; April 19th & April 22nd; April 26th & April 29th; May 3rd & May 6th; May 10th & May 13th; May 17th & May 20th; May 24th & May 27th and June 3rd.

**REQUEST TO EXTEND FAMILY/MEDICAL LEAVE OF ABSENCE EXCHANGE DAYS**

**RODOLFO ITZOL**, Middle School custodian from April 15, 2021 to April 21, 2021.

**REQUEST TO EXTEND FAMILY/MEDICAL LEAVE OF ABSENCE VACATION DAYS**

**RODOLFO ITZOL**, Middle School custodian from April 22, 2021 to April 28, 2021.

**REQUEST TO EXTEND FAMILY/MEDICAL LEAVE OF ABSENCE USING UNPAID DAY**

**ASHLEY BENO**, High School teacher from April 14, 2021 to June 18, 2021.

**STEPHANIE GAINES**, High School teacher from April 14, 2021 to June 18, 2021.

**RAFFAELLA PAGANO**, Lenna W. Conrow School instructional assistant from February 27, 2021 to March 19, 2021.

**MATTHEW WINTERS**, District maintenance person from February 27, 2021 to March 30, 2021.

**GINA ZINSKI**, A.A. Anastasia School teacher from April 14, 2021 to June 18, 2021.

**Monthly HIB Report**

Reporting Period - February 25, 2021 - March 16, 2021

**Summary:**

Total: Two (2) HIB investigations, two (2) confirmed

**Amerigo A. Anastasia School**

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

**Gregory School**

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

**PLACEMENT OF STUDENT ON HOME INSTRUCTION (RESIDENTIAL) - 2020-2021**

ID#: 20226795

Rutgers Health

PHP - 30 days at a rate of \$65.00 per hour, 10 hours per week = \$2600.00

ID#: 110850031

Learn Well

PHP: 30 days at a rate of \$55.50 per hour, 10 hours per week = \$2220.00

ID#: 01004435

Learn Well

PHP: 30 days at a rate of \$55.50 per hour, 10 hours per week = \$2220.00

ID#: 80100312

Trinitas Regional Medical Center

PHP: 30 days at a rate of \$70.00 per hour, 10 hours per week = \$3500.00

**TERMINATION OF STUDENT ON HOME INSTRUCTION (RESIDENTIAL) - 2020-2021**

ID#: 110850031



# CORRECTIVE ACTION PLAN

NAME OF SCHOOL DISTRICT: LONG BRANCH  
 TYPE OF AUDIT: ANNUAL  
 DATE OF BOARD MEETING: February 23, 2021  
 CONTACT PERSON: PETER E. GENOVESE III, RSBO, QPA  
 EMAIL ADDRESS: pgenovese@longbranch.k12.nj.us  
 TELEPHONE NUMBER: 732.571.2868, Ext. 40100


COUNTY: MONMOUTH

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Findings	Correction Action Approved by the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
#2020-001 – The Board, in using a new web based software package, experienced year end close out issues with regard to financial statements. The Board needs to ensure that the software is capable of timely final reports.	2/23/2021	The district Board of Education has left the web based software package and is returning back to the previous system to ensure timely close outs.	Peter E. Genovese III, RSBO, QPA School Business Administrator/Board Secretary	July 1, 2020
#2020-002 – The district needs to obtain appropriate Board of Education approval for the IDEA grant applications and amendments.	2/23/2021	The district will ensure that the IDEA grant applications and amendments are sent to the Board of Education for approval prior to setting up in the software system.	JanetLynn Dudick, Ph.D. Assistant Superintendent of Pupil Personnel Services	February 2, 2021
#2020-003 – The district needs to ensure that they receive 2 quotes for purchases over the quote threshold.	2/23/2021	The district will ensure and will receive a minimum of 2 quotes when a purchase is over the threshold prior to processing purchase orders.	Peter E. Genovese III, RSBO, QPA School Business Administrator/Board Secretary	February 2, 2021

  
 CHIEF SCHOOL ADMINISTRATOR

3/17/2021  
 DATE

  
 SCHOOL BUSINESS ADMINISTRATOR/  
 BOARD SECRETARY

3/17/2021  
 DATE