

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

**MINUTES**

**JUNE 22, 2016**

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

Mrs. Widdis called the meeting to order at 7:00 P.M.

**A. ROLL CALL**

Mrs. Widdis - President	Mr. Grant	Mr. Parnell
Mr. Dangler - Vice President	Dr. Critelli - absent	Mr. Covin - absent
Mrs. George	Mr. Zambrano - absent	Rev. Bennett - absent

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

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

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

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

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

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

**Rose M. Widdis, Board of Education President**, saluted the flag and led the Pledge of Allegiance.

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

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

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. Dangler and carried by roll call vote that the Board approve the following items (D – E9)

Ayes (5), Nays (0), Absent (4) Dr. Critelli, Mr. Zambrano, Mr. Covin and Rev. Bennett

D. **APPROVAL OF MINUTES**

That the Board approve the following minutes:

- Agenda Meeting minutes of May 24, 2016
- Executive Session minutes of May 24, 2016
- Regular Meeting minutes of May 25, 2016

E. **SECRETARY'S REPORT**

1. **BUDGET TRANSFER REPORTS – FY16 APRIL 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 April Transfers as listed be approved for the months ending April 30, 2016.

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

Ayes: 5  
Nays: 0  
Absent: 4 (Dr. Critelli, Mr. Zambrano, Mr. Covin and Rev. Bennett)  
Date: June 22, 2016

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

2. **BOARD SECRETARY'S REPORT – APRIL 30, 2016**

That the Board approve the Board Secretary's Report for the month ending April 30, 2016 (which will be labeled **APPENDIX E-2** and made part of the permanent minutes upon Board approval).

3. **REPORT OF THE TREASURER - APRIL 30, 2016**

That the Board approve the Report of the Treasurer for the month ending April 30, 2016 (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 April 30, 2016 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 April 30, 2016 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: 5  
Nays: 0  
Absent: 4 (Dr. Critelli, Mr. Zambrano, Mr. Covin and Rev. Bennett)  
Date: June 22, 2016

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

6. **BILLS AND CLAIMS – MAY 15 - 31, 2016 AND JUNE 1 - 22, 2016 FOR DONNA CRITELLI AND ANDREW CRITELLI**

That the Board approve the May 15 - 31, 2016 and June 1 - 22, 2016 bills and claims for Donna Critelli and Andrew Critelli (which will be labeled **APPENDIX E-4** and made part of the permanent minutes upon Board approval).

7. **BILLS AND CLAIMS – MAY 15 - 31, 2016 AND JUNE 1 - 22, 2016 EXCLUDING DONNA CRITELLI AND ANDREW CRITELLI**

That the Board approve the May 15 - 31, 2016 and June 1 - 22, 2016 bills and claims excluding Donna Critelli and Andrew Critelli (which will be labeled **APPENDIX E-4** and made part of the permanent minutes upon Board approval).

8. **RECONCILIATION MONTHLY OPERATING REPORT – SODEXO – MAY 31, 2016**

That the Board approve the monthly operating report for the Sodexo Corporation, Food Service Management Company for the Long Branch School District for May 31, 2016 (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 MAY 31, 2016**

That the Board approve the monthly reports for the Athletic Fund, the Elementary Schools, Middle School, and High School Student Funds as of May 31, 2016 (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 May 30, 2016)

	AAA	GLC	GRE	MA	JMFECLC	LWC	TOTAL ELEM	MS	HS	TOTAL
<b>PreK</b>				293	239	286	<b>818</b>			<b>818</b>
<b>Kdg</b>		42		106	112	110	<b>370</b>			<b>370</b>
<b>1st</b>	122	167	101				<b>390</b>			<b>390</b>
<b>2nd</b>	80	143	106				<b>329</b>			<b>329</b>
<b>3rd</b>	129	161	120				<b>410</b>			<b>410</b>
<b>4th</b>	101	172	111				<b>384</b>			<b>384</b>
<b>5th</b>	120	148	113				<b>381</b>			<b>381</b>
<b>6th</b>							<b>0</b>	345		<b>345</b>
<b>7th</b>							<b>0</b>	352		<b>352</b>
<b>8th</b>							<b>0</b>	347		<b>347</b>
<b>9th</b>							<b>0</b>		388	<b>388</b>
<b>10th</b>							<b>0</b>		310	<b>310</b>
<b>11th</b>							<b>0</b>		313	<b>313</b>
<b>12th</b>							<b>0</b>		324	<b>324</b>
<b>MCI</b>	19						<b>19</b>	7	9	<b>35</b>
<b>MD</b>							<b>0</b>			<b>0</b>
<b>BD</b>							<b>0</b>	15	27	<b>42</b>
<b>LD</b>	20	34	61				<b>115</b>	27	13	<b>155</b>
<b>AUT</b>	17		15				<b>32</b>	15	3	<b>50</b>
<b>PD</b>						31	<b>31</b>			<b>31</b>
<b>OOD</b>	6	3	5			2	<b>16</b>	11	23	<b>50</b>
<b>Home Instruction</b>							<b>0</b>	2		<b>2</b>
<b>TOTAL</b>	<b>614</b>	<b>870</b>	<b>632</b>	<b>399</b>	<b>351</b>	<b>429</b>	<b>3295</b>	<b>1121</b>	<b>1410</b>	<b>5826</b>

May 2015 Figures										
School	AAA	GLC	GRE	MA	JMFECLC	LWC	MS	HS	Total	
<b>Totals</b>	<b>613</b>	<b>870</b>	<b>620</b>	<b>393</b>	<b>371</b>	<b>437</b>	<b>1115</b>	<b>1266</b>	<b>5685</b>	

F. **SUPERINTENDENT'S REPORT**

1. **RECOGNITION OF ACHIEVEMENT**

**Voice of Democracy Speech Writing Scholarship Awards**

The Veterans of Foreign Wars Brighton Memorial Post 2140 sponsored the Voice of Democracy Speech Writing Scholarship Competition. The following Long Branch High School students were selected as winners:

<b>Peter Wersinger</b>	-	First Place	-	\$150.00
<b>Yanice McMullen</b>	-	Second Place	-	\$100.00
<b>T.J. Fosque</b>	-	Third Place	-	\$ 50.00
<b>Francisco Rodriguez</b>	-	Fourth Place	-	\$ 25.00
<b>Jailyn Dorsett</b>	-	Fifth Place	-	\$ 20.00

**Peter Wersinger** was also selected as third place winner in the District 6 (Monmouth County) Voice of Democracy Competition

**Patriot's Pen Essay Contest**

The Veterans of Foreign Wars Brighton Memorial Post 2140 sponsored Patriot's Pen Essay Contest. The following Long Branch Middle School students were selected as winners:

<b>Denise Nicolas</b>	-	First Place	-	\$ 50.00
<b>Yelena Gavriloc</b>	-	Second Place	-	\$ 25.00
<b>Francesca Cancellieri</b>	-	Third Place	-	\$ 15.00
<b>Skylar Gallagher</b>	-	Fourth Place	-	\$ 10.00

**Denise Nicolas** was also selected as third place winner in the District 6 (Monmouth County) Patriot's Pen Contest

2. **SETTLEMENT OF CONTRACTS**

Contract settlements with the LBSEA, non-affiliated staff, School Business Administrator, Assistant Superintendent for Pupil and Personnel Services and the Assistant Superintendent

## **G. GENERAL ITEMS**

Motion was made by Mr. Dangler, seconded by Mr. Parnell and carried by roll call vote that the Board approve the following items (G1 – 7).

Ayes (5), Nays (0), Absent (4) Dr. Critelli, Mr. Zambrano, Mr. Covin and Rev. Bennett

1. **APPROVAL OF MUNICIPAL TAX PAYMENT SCHEDULE**

That the Board approve the attached Municipal Tax Payment Schedule listed on **APPENDIX G-1**.

2. **ACCEPTANCE OF CORRECTIVE ACTION PLAN**

That the Board accept the Corrective Action Plan for consolidated monitoring as listed on **APPENDIX G-2**.

3. **WORKER'S COMPENSATION INSURANCE – 2016 - 2017**

That the Board approve participation with **New Jersey Schools Insurance Group (NJSIG)** for the period July 1, 2016 through June 30, 2017 at a cost of \$806,131 for Worker's Compensation and \$20,193 for a Supplemental Indemnity Policy. This is a net increase of 3%.

4. **APPROVAL OF CONTRACTED SERVICES FOR BUILDINGS AND GROUNDS – FY17**

That the Board approve the contracted services for Buildings and Grounds for FY17 as listed on **APPENDIX G-3**.

5. **ANNUAL APPROVAL TO CONTINUE DIRECT DEPOSIT FOR DISTRICT FULL AND PART-TIME EMPLOYEES**

That the Board continue the direct deposit program with OceanFirst Bank for all district full and part-time employees with the exception of those deemed non-contractual.

6. **APPROVAL TO ACCEPT SCHOOL RADON TESTING PROGRAM GRANT APPLICATION**

That the Board approve the acceptance of the School Radon Testing Program grant application on behalf of all 9 schools in the district, in the amount of \$2,000 for each school, for a total grant award of \$18,000.

That the Board authorize **Bridgette Burtt**, Coordinator of Grants and Innovative Programs, 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.

7. **APPROVAL OF LINKIT! SOFTWARE LICENSE AGREEMENT**

That the Board approve the agreement with Linkit! Software for the purpose of development and management of K-12 assessments in all subject areas. This agreement will be in effect from July 1, 2016 through June 30, 2017 at a cost not to exceed \$85,402.60.

**G. GENERAL ITEMS (continued)**

Motion was made by Mrs. George, seconded by Mr. Dangler and carried by roll call vote that the Board approve the following items (G8 – I6).

Ayes (5), Nays (0), Absent (4) Dr. Critelli, Mr. Zambrano, Mr. Covin and Rev. Bennett)

**8. APPROVAL TO ACCEPT ADDITIONAL FY16 WIOA FUNDING**

That the Board accept additional FY16 Workforce Innovation and Opportunity Act (WIOA) funding in the amount of \$9,645.00.

That the Board authorize **Bridgette Burtt**, Coordinator of Grants and Innovative Programs, 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.

**9. APPROVAL TO FILE POWERSAVE SCHOOLS PROGRAM APPLICATION**

That the Board approve the filing of the PowerSave Schools Program application. The PowerSave program, in collaboration with NJ Natural Gas and the Alliance to Save Energy, will support teachers by providing high quality, inquiry-based learning opportunities on energy. If selected, an annual stipend of up to \$1,000 will be awarded.

That the Board authorize **Bridgette Burtt**, Coordinator of Grants and Innovative Programs, 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.

**10. INSURANCE PROPOSALS – 2016-2017**

That the Board approve the following insurance coverage for the 2016-2017 school year:

TYPE OF POLICY	ZURICH 2015-2016	ZURICH 2016-2017	NJSBIG 2016-2017
Package Including Property, Inland Marine, Crime, General Liability	\$544,669	\$591,075	\$570,484
Automobile	Included	Included	Included
Educators Legal Liability	Included	Included	Included
Umbrella	Included	Included	Included
Environmental	Included	Included	Included
NJCAP – Excess	\$29,124	\$29,946	\$29,946
Travel Accident	\$750	\$750	\$750
TOTALS	\$573,543	\$621,771	\$601,180

\*School Alliance Insurance Fund (SAIF) did not offer a proposal due to adverse loss history.

\*DIPLOMA did not offer a proposal due to adverse loss history



**G. GENERAL ITEMS (continued)**

**11. RESOLUTION AUTHORIZING THE PROCUREMENT OF GOODS AND SERVICES THROUGH STATE AGENCY FOR THE 2016 – 2017 SCHOOL YEAR**

That the Board approve the following resolution:

**RESOLUTION**

**WHEREAS**, Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

**WHEREAS**, the Long Branch Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

**WHEREAS**, the Long Branch Board of Education desires to authorize its purchasing agent for the 2016 – 2017 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year,

**NOW THEREFORE BE IT RESOLVED**, that the Long Branch Board of Education does hereby authorize the district's purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors as listed:

<b><u>Commodity/Service</u></b>	<b><u>Vendor</u></b>	<b><u>State Contract #</u></b>
Radio Communication	Allcomm Technologies Inc.	83902
Equip. and Accessories	Motorola Solutions Inc.	83909
	Office Bus. Systems Holding	83896
NASPO ValuePoint Computer	Dell Marketing LP	89967
	Hewlett Packard Co.	40116
	Howard Industries Inc.	89976
	Lenovo United States Inc.	40121

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

Ayes: 5  
Nays: 0  
Absent: 4 (Dr. Critelli, Mr. Zambrano, Mr. Covin and Rev. Bennett)  
Date: June 22, 2016

**G. GENERAL ITEMS (continued)**

**12. APPROVAL OF SCHOOL START AND END TIMES FOR THE FY2017 SCHOOL YEAR**

That the Board approve the school start and end times for the FY2017 school year:

<b>EARLY CHILDHOOD CENTERS:</b>	<b>KINDER</b>	<b>PRE-K</b>	<b>END TIME</b>
<b>Lenna W. Conrow School</b>	8:40 A.M.	9:20 A.M.	3:20 P.M.
<b>Joseph M. Ferraina ECLC</b>	8:40 A.M.	9:20 A.M.	3:20 P.M.
<b>Morris Avenue School</b>	8:40 A.M.	9:20 A.M.	3:20 P.M.
<b>Morris Avenue Annex School (HT)</b>	N/A	7:30 A.M.	1:30 P.M.
<b>ELEMENTARY Grades 1-5:</b>	<b>START TIME</b>		<b>END TIME</b>
<b>George L. Catrambone School (K-5)</b>	7:50 A.M.		2:30 P.M.
<b>Amerigo A. Anastasia School</b>	7:50 A.M.		2:30 P.M.
<b>Gregory School</b>	7:50 A.M.		2:30 P.M.
<b>ALTERNATIVE:</b>	<b>START TIME</b>		<b>END TIME</b>
<b>Elementary Alternative</b>	8:45 A.M.		2:30 P.M.
<b>Middle School Alternative</b>	9:05 A.M.		2:40 P.M.
<b>High School Achievement</b>	8:30 A.M.		2:00 P.M.
<b>High School Alternative</b>	8:50 A.M.		2:20 P.M.
<b>GRADES 6-12:</b>	<b>START TIME</b>		<b>END TIME</b>
<b>Middle School</b>	8:00 A.M.		2:48 P.M.
<b>High School</b>	7:30 A.M.		2:25 P.M.

**13. NJSIAA (NEW JERSEY INTERSCHOLASTIC ATHLETIC ASSOCIATION) MEMBERSHIP**

That the Board approve the following NJSIAA Membership statement for the 2016-2017 school year:

Pursuant to the provisions of Chapter 172 of the Laws of 1979 approved by the Governor of the State of New Jersey on August 26, 1979 (N.J.S.A. 18A:11-3 et seq), the Long Branch Public Schools agree to be governed by the Constitution, Bylaws and Rules and Regulations of the NJSIAA, as participating members.

**G. GENERAL ITEMS (continued)**

**14. APPROVAL TO RENEW SODEXO'S FOOD SERVICES CONTRACT FOR FY2017**

That the Board renew the contract with Sodexo for the 2016/2017 school year with a general and administrative charge of \$.1218 and a management fee of \$.1015, which represents a .5% increase.

**15. APPROVAL TO FILE THE BLENDED EARLY LEARNING INNOVATION PILOT - YEAR 2 OF 2 GRANT**

That the Board approve to file the Blended Early Learning Innovation Pilot - Year 2 of 2 Grant in the amount of approximately \$75,000.

That the Board authorize **Bridgette Burt**, Coordinator of Grants and Innovative Programs, 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.

**16. APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH BIG BROTHERS BIG SISTERS OF MONMOUTH AND MIDDLESEX COUNTIES**

That the Board approve the memorandum of understanding (MOU) between Big Brothers Big Sisters of Monmouth & Middlesex Counties, Biotechnology High School and Long Branch Middle School for the program period of September 2016 through June, 2017 at a cost not to exceed \$10,000. This is a "High School Bigs" mentoring program matching High School students with Middle School children who need mentors. The program will create a one-to-one match to enrich the lives of at risk students by assisting them in achieving their highest potential, build self-esteem and help them make positive life choices.

**17. AUTHORIZATION TO ACCEPT THE REFUSE & RECYCLABLES SERVICE – 2016/2017 SCHOOL YEAR BID**

That the Board accept the sole bid of Waste Management in the amount of \$49,476.00 for Refuse and Recyclables Services - 2016-2017 school year.

**18. GIFTS TO SCHOOL**

That the Board accept the following gifts to schools indicated:

**Donated by:**

Jersey Mike's Corporate Advertising Fund

"Month of Giving" Monetary Donation  
in the amount of \$3,032.22

## **H. PERSONNEL ACTION**

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

### **Comments from the Athletics Committee Chair (APPENDIX H-2)**

#### **1. APPOINTMENT OF CERTIFIED STAFF**

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

##### **KRISTIN CIRCELLI\***

Math Teacher  
Middle School  
BA, Step 4  
\$54,956

Certification: Elementary K-5, Elementary with Math Specialization 5-8  
Education: Monmouth University  
Replaces: J. Lambert, resigned  
(Acct#:15-130-100-101-000-02-00)(UPC#:0249-02-MATHC-TEACHR)  
Effective: September 1, 2016

##### **TIMOTHY FARRELL\***

Health/PE Teacher  
High School  
BA, Step 1  
\$50,000

Certification: Teacher of Health & Physical Education  
Education: Kean University  
Replaces: K. Baker, retired  
(Acct#:15-140-100-101-000-01-00)(UPC#:0092-01-PEHLT-TEACHR)  
Effective: September 1, 2016

##### **ALEXA FREGULETTI\***

Teacher of the Handicapped  
High School  
BA, Step 1  
\$50,000

Certification: Teacher of Social Studies, Teacher of Students with Disabilities  
Education: Monmouth University  
Replaces: D. Egidio, resigned  
(Acct#:15-213-100-101-000-01-00)(UPC#:0115-01-SERSR-TEACHR)  
Effective Date: September 1, 2016

**H. PERSONNEL ACTION (continued)**

**1. APPOINTMENT OF CERTIFIED STAFF (continued)**

**MEGHAN HANCOCK\***

Special Education  
Anastasia School  
MA, Step 1  
\$54,000

Certification: Elementary K-5, Teacher of Students with Disabilities  
Education: Monmouth University  
Replaces: A. Vargas, resigned  
(Acct#:15-110-100-101-000-03-00)(UPC#:0798-03-SERSR-TEACHR)  
Effective Date: September 1, 2016

**LAURA PARKER\***

Grade 2, LD  
Gregory School  
MA, Step 1  
\$54,000

Certification: Elementary K-6, Teacher of Students with Disabilities  
Education: The College of New Jersey  
Replaces: L. Klinga, re-assigned  
(Acct#:15-214-100-101-000-07-00)(UPC#:0641-07-SEAUT-TEACHR)  
Effective Date: September 1, 2016

**COREY PEDALINO\***

Special Education  
Gregory School  
MA, Step 1  
\$54,000

Certification: Elementary K-6, Teacher of Students with Disabilities  
Education: Monmouth University  
Replaces: K. O'Donnell, resigned  
(Acct#:15-204-100-101-000-07-00)(UPC#:1434-07-SPESC-TEACHR)  
Effective Date: September 1, 2016

**JENNIFER NOONE\***

Grade 2, LD  
Gregory School  
BA, Step 1  
\$50,000

Certification: Elementary K-6, Teacher of Students with Disabilities  
Education: Kean University  
Replaces: New  
(Acct#:15-204-100-106-000-07-00)(UPC#:1433-07-SESCN-TEACHR)  
Effective Date: September 1, 2016

**2. RESIGNATION - CONTRACTUAL POSITION**

That the Board accept the resignation of the following individuals:

**KRISTINE FAYE**, High School teacher, effective June 30, 2016.

**JAMES HARPER**, George L. Catrambone School teacher, effective June 30, 2016.

**JOSEPH KEAGLE**, High School teacher, effective June 30, 2016.

**CLAUDIA NETTI**, High School teacher, effective June 30, 2016.

**LUZ RAMIREZ**, Morris Avenue School instructional assistant, effective June 30, 2016.

**DENNIS O'KEEFE**, High School teacher, effective June 30, 2016.

\*Denotes Personnel sworn in

H. **PERSONNEL ACTION (continued)**

3. **RESIGNATION - STIPEND POSITION**

That the Board accept the resignation of the following individuals:

**EMILY BEAVER**, Elementary Enrichment Camp teacher, effective June 8, 2016

**NICHELLE DOUGLAS**, Enrichment Camp kindergarten teacher, effective June 2, 2016

**RUBY NAZON**, MS Express Camp instructional assistant, effective June 16, 2016

4. **RETIREMENT**

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

**HAROLD COOPER**, District Bus Driver, effective July 1, 2016. Mr. Cooper has a total of 12 years of service.

**CARLA GAYLORD**, George L. Catrambone School media specialist, effective July 1, 2016. Ms. Gaylord has a total of 37 years of service.

**KATHLEEN HARRISON**, Middle School secretary, effective October 1, 2016. Mrs. Harrison has a total of 25 years and 1 month of service.

**JUAN MARTINEZ**, Audrey W. Clark School teacher, effective June 30, 2016. Mr. Martinez has a total of 8 years of service.

**ROSE NOVOA**, High School custodian, effective November 1, 2015. Mrs. Novoa has a total of 19 years of service.

5. **PART-TIME AND STIPEND POSITIONS – SUMMER 2016**

That the Board approve/ratify the following summer 2016 stipend positions:

**DISTRICT**

**Substitute Bus Drivers**

\$95.00/day \$380.00/wk

Edward McAndrews, Cassundra Hart-Smith, Cesare Iengo  
Shirley Staley

**Substitute Bus Aides**

\$9.97/hr / \$279.16/wk

Shirley Staley, Jasmine Gomez, Judith Louis

**Substitute Secretaries**

Kathleen Harrison, Margarita Chaves, Kathleen Tuzzio-Schitano

**PUPIL PERSONNEL SERVICES**

**Case Conference Teachers (general & special education)**

Jill Careri

\$75.00/case

**SCHOOL-BASED YOUTH SERVICES: July 5, 2016 - Aug 15, 2016**

**Youth Development Specialist (3 days/12 hrs)**

\$26/hr./\$312.00/wk.

Nikkia Blair

**BILINGUAL SUMMER SCHOOL PROGRAM: July 5–29, 2016 (M-F)**

**HS Bilingual Teacher 7:30am – 12:30pm [5 hrs]**

\$26.00/hr / \$650.00/wk

Kelly Wiggett

H. **PERSONNEL ACTION (continued)**

5. **PART-TIME AND STIPEND POSITIONS – SUMMER 2016  
HIGH SCHOOL**

**Summer Weight Room Supervisors** \$20.94/hr

Darnell Tyler (am), Aaron Collins (pm), Terrence King (pm),  
Kamilah Bergman (substitute), Douglas Cornell (substitute)

**MIDDLE SCHOOL SUMMER SCHOOL: July 5-Aug 15, 2016  
7:30am - 12:30pm (5hrs.)**

Teacher (Math)                      Alexandra Santiago                      \$26.00 hr/ \$650.00/wk

**MIDDLE SCHOOL EXPRESS CAMP: July 5-29, 2016 (M-Thu)  
8:15am - 11:45 pm (3.5 hrs.)**

Teacher (ESL)                      Sara Dizenhaus                      \$26.00/hr / \$364.00/wk

Teacher                      Elizabeth West

Instructional Assistant                      Isabelle Olivera                      \$13.36/hr / \$187.04/wk

Corridor Aide                      Ruby Nazon (7:15am-12:45pm)                      \$432.03/wk

**ELEMENTARY ENRICHMENT CAMP**

**Early Childhood and Elementary Substitute Teachers** \$26.00/hr / \$364.00/wk

Jennifer Adams, Sherrie Robinson, Gina Vodola

Felicia Clark, Jussara Lins, Erika Tornquist

**Early Childhood Instructional Assistants**

\$13.36/hr / \$187.04/wk

Jasmine Gomez, Aimee Woods (substitute)

**Elementary Instructional Assistants**

\$13.36/hr / \$187.04/wk

Sonia Mendez, Dorothy Bowles, Margaret Johnson (substitute)

6. **CHANGE OF TRAINING LEVEL**

That the Board approve a change in training level for the following individual effective September 1, 2016:

**JANISE STOUT**, Morris Avenue School teacher, to move from BA +30 to MA on teacher's salary guide.

**SEAN FITZGERALD**, High School teacher, to move from MA to MA +30 on teacher's salary guide.

**JESSICA WEGELIN**, Morris Avenue School teacher, to move from MA to MA +30 on teacher's salary guide.

7. **SUBSTITUTE NURSE**

That the Board approve the following substitute nurse:

Patricia Brown

8. **APPROVAL OF STAFF TRANSFERS FOR THE 2016-2017 SCHOOL YEAR**

That the Board approve the staff transfers for the 2016 - 2017 school year as listed on **APPENDIX H-3**.

H. **PERSONNEL ACTION (continued)**

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

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

10. **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 2016-2017 school years. Long Branch Public School employees must complete their student teaching and/or internship outside of their contractual hours.

<b><u>Grand Canyon University</u></b>	<b><u>Spring 2017 Semester</u></b>	<b><u>January – May 2017</u></b>
Kati Smith	GLC	Michele Morey / 2nd Grade
<b><u>Stockton University</u></b>	<b><u>Fall 2016 Semester</u></b>	<b><u>January – May 2017</u></b>
Lauren Bowler	GLC	Kalliopi Stavrakis, / 3rd Grade

11. **ATTENDANCE AT CONFERENCES / MEETINGS**

That the Board approve the attendance of the staff members indicated on the attached list at the conferences indicated - **APPENDIX H-5.**

I. **STUDENT ACTION**

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

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

2. **FIELD TRIP APPROVALS**

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

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

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

4. **RECOMMENDATION FOR ATYPICAL OUT OF DISTRICT OF STUDENTS FOR PLACEMENT AND TRANSPORTATION FOR EXTENDED SCHOOL YEAR 2016**

That the Board approve the following students for placement and transportation needs for the 2016 extended school year:

**BOSTON HIGASHI**  
**RANDOLPH, MASSACHUSETTS**

Tuition: \$33,705.10/Student

Transportation

Effective Dates: 7-1-2016 to 8-31-2016

ID#: 8382685711, classified as Eligible for Special Education and Related Services



I. **STUDENT ACTION (continued)**

4. **RECOMMENDATION FOR ATYPICAL OUT OF DISTRICT OF STUDENTS FOR PLACEMENT AND TRANSPORTATION FOR EXTENDED SCHOOL YEAR 2016 (continued)**

**HAWKSWOOD SCHOOL**  
**EATONTOWN, NEW JERSEY**

Tuition: \$10,757.40/Student  
Transportation  
Extraordinary Aide: \$5,250.00/Student  
Effective Dates: 7-5-2016 to 8-15-2016

ID#: 7899786625, classified as Eligible for Special Education and Related Services

ID#:9207115220, classified as Eligible for Special Education and Related Services

ID#:1869262090, classified as Eligible for Special Education and Related Services

\*NOTE: Student requires a one-to-one aide.

**SCHOOL FOR CHILDREN WITH HIDDEN INTELLIGENCE**  
**LAKEWOOD, NEW JERSEY**

Tuition: \$13,918.20/Student  
Transportation  
Effective Dates: 7-1-2016 to 8-11-2016

ID#: 3282074581, classified as Eligible for Special Education and Related Services

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

That the Board approve the following termination for atypical out of district students for placement and transportation for the 2015-2016 school year:

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

Tuition: \$49,691.51/Student  
\*Extraordinary Services: \$23,562.00/Student  
Transportation  
Effective Date: 4/24/2016

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

Tuition: \$49,691.51/Student  
\*Extraordinary Services: \$23,562.00/Student  
Transportation  
Effective Date: 6/17/2016

ID#: 5306266512, classified as Eligible for Special Education and Related Services

**OCEAN ACADEMY**  
**BAYVILLE, NEW JERSEY**

Tuition: \$22,583.40  
Transportation  
Effective Date: 05/17/2016

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

I. **STUDENT ACTION (continued)**

5. **TERMINATION FOR ATYPICAL OUT OF DISTRICT OF STUDENTS FOR PLACEMENT AND TRANSPORTATION FOR THE 2015-2016 SCHOOL YEAR (continued)**  
**OAKWOOD SCHOOL**  
**TINTON FALLS, NEW JERSEY**

Tuition: \$52,587.00/student

Transportation

Effective Date: 05/04/2016

ID# 8144527619, classified as Eligible for Special Education and Related Services

**PREFERRED HOME HEALTH CARE AND NURSING SERVICES**  
**EATONTOWN, NEW JERSEY**

\*LPN: \$47.00/Hr. RN: \$57.00/Hr.

Effective Date: 06/03/2016

ID#: 9896129186, classified as Eligible for Special Education and Related Services

**SCHROTH SCHOOL (LADACIN)**  
**WANAMASSA, NEW JERSEY**

Tuition: \$50,600.00/Student

Transportation

\*Extraordinary Services: \$19,684.32/Student

Effective Dates: 06/03/2016

ID#: 9896129186, classified as Eligible for Special Education and Related Services

6. **CORRECTIONS/REVISIONS TO MINUTES**

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

May 25, 2016

**PART TIME AND STIPEND POSITIONS - 2016 - 2017 SCHOOL YEAR**

Summer Programs - High School

Guidance Counselors - Salary read \$20.94/hr. This should have read \$1,100 per week.

April 27, 2016

**SCHOOL-BASED YOUTH SERVICES**

Counselor (3days/wk /12hrs - read Nikkia Blair. This should have read Samilia Gharthey-Sam.

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

Lucille M. Perez  
298 Slocum Place  
Long Branch, NJ

I am here to address an ad that was taken out in the Link by Mr. Grant. Mr. Grant specifically singled myself and 2 other Board members out in the Link on May 26, 2016. I found the tone to be disingenuous, mean spirited and sarcastic. As I told Mr. Grant after I reached out to him, if he indeed needed my help it would have been more efficient to call me rather than make a

mockery of the 3 of us in a paid newspaper ad. I was extremely hurt. I felt we had a better relationship than that and that's all I have to say.

Mr. Grant – I know we don't normally respond but I would like to apologize to you if I did cause you any pain but I placed that ad to indicate that I am seriously trying to get a plaque placed in memory of 2 leaders of our Concerned Citizens Coalition, an organization of volunteers who oversaw the remediation of 17 acres of Long Branch Avenue.

Mr. McOmber – I don't normally interrupt a Board member while they are speaking. This is a meeting of the Board of Education, and if individuals either on the Board or off the Board have issues with other governmental bodies including the United States government, the Senate, the House or the government of the City of Long Branch, this is not appropriate for the Board.

Mr. Grant – I will accept your comment.

Mr. Parnell thanked and congratulated Mr. Vitarello and his staff as well as Mr. Muscillo and his staff on the wonderful jobs they had done at the Middle School and High School graduation ceremonies. He also commented on the great job done by Mr. Chris Dringus and his staff.

**K. ADJOURNMENT – 7:21 P.M.**

There being no further discussion, motion was made by Mrs. George, seconded by Mr. Dangler and carried by roll call vote that the Board adjourn the meeting at 7:21 P.M.

Ayes (5), Nays (0), Absent (4) Dr. Critelli, Mr. Zambrano, Mr. Covin and Rev. Bennett

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

<b>FY 2017 TAX PAYMENT SCHEDULE</b>
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TAXES TO BE RECEIVED: \$40,627,100.00

CURRENT EXPENSES: 40,627,100.00

DEBT SERVICE: 0.00

<b>2016-17 District Tax</b>
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DUE DATE	TYPE OF TAXES	STATUTORY REQUIREMENTS	RECEIVED TO DATE	DATE RECEIVED	BALANCE DUE
<b>2016</b>					
JUL 15	CURRENT	5,281,523.00			35,345,577.00
AUG 15	CURRENT	5,281,523.00			30,064,054.00
SEP 15	CURRENT	2,437,626.00			27,626,428.00
OCT 14	CURRENT	2,437,626.00			25,188,802.00
NOV 15	CURRENT	2,437,626.00			22,751,176.00
DEC 15	CURRENT	2,437,626.00			20,313,550.00
<b>TOTAL FOR 2016</b>		<b>20,313,550.00</b>	<b>0</b>		
<b>2017</b>					
JAN 17	CURRENT	3,385,592.00			16,927,958.00
FEB 15	CURRENT	3,385,592.00			13,542,366.00
MAR 15	CURRENT	3,385,592.00			10,156,774.00
APR 13	CURRENT	3,385,592.00			6,771,182.00
MAY 15	CURRENT	3,385,592.00			3,385,590.00
JUN 15	CURRENT	3,385,590.00			0.00
<b>TOTAL FOR 2017</b>		<b>20,313,550.00</b>	<b>0</b>		
<b>GRAND TOTAL</b>		<b>\$40,627,100.00</b>	<b>0</b>		<b>\$40,627,100.00</b>

Recommendation Number	Corrective Action	Method of Implementation	Responsible for Implementation	Date of Implementation
<u>Title I</u>  Finding 1	<p>The Parent Right to Know Letter will be distributed in September, 2016 and it will be dated with the month, day, and year. The updated letter is attached. Evidence of distribution includes a screenshot of the Parent Right to Know letter on the district website.</p>	<p>1-The Parent Right to Know Letter will be sent home with students and sent electronically via the Genesis Parent Portal. 2-It will also be posted on the Long Branch Public Schools District website.</p>	<p>1-Building Principals  2-Coordinator of Grants and Innovative Programs</p>	<p>June, 2016</p>
<u>Title I</u>  Finding 2	<p>The District Parental Involvement Policy will be distributed in September, 2016.</p> <p>Each school will use the District Parent Involvement Policy to discuss and identify School Parent Involvement procedures. Evidence of distribution includes a screenshot of the District Parent Involvement Policy on the district website.</p>	<p>1-The District Parental Involvement Policy will be sent home with students and sent electronically via the Genesis Parent Portal.  2- The District Parental Involvement Policy will also be posted on the Long Branch Public Schools District website.</p>	<p>1-Building Principals  2-Coordintor of Grants and Innovative Programs</p>	<p>June, 2016</p>

<u>Title I</u>  Finding 3	The School Parent Compact has been revised to reflect the school, parent and student responsibilities for improved student academic achievement and is attached for review.	1-The School Parent Compact will be sent home with students for review and signature.  2-It will also be posted on the Long Branch Public Schools District website.	1 - Building Principals  2 – Coordinator of Grants & Innovative Programs	June, 2016
<u>Title I</u>  Finding 4	For the 2016-2017 school year the district will formalize its non-public consultation process. Documentation is included for NJDOE for review.	The district will continue to host its nonpublic school consultation meetings and retain its invitational letters, meeting minutes and sign in sheets on file.	Coordinator of Grants & Innovative Programs	June, 2016
<u>Title I</u>  Finding 5	The district will charge a local account and refund the expenditures totaling \$1,975.00 back to the NJDOE. (PO # 16-001481, \$178 & PO # 16-001784, \$1,797) Documentation will be submitted to the NJDOE for review.	The district has charged a local account and will refund the expenditures totaling \$1,975.00 back to the NJDOE.	Business Office	June, 2016

<u>Title II</u>  Finding 6	The district will establish a system of internal control sufficient to provide reasonable assurance that Title II funds are expended on allowable cost. Additionally the district will refund the State \$150.00 as per the finding.	The districts grant coordinator will review all expenditures to ensure compliance	Coordinator of Grants & Innovative Programs	June, 2016
<u>Title II</u>  Finding 7	The district will identify staff members whose salaries are supported in whole or in part with Title II funds and verify the time and activity of staff charged to the grant. The district has attached the Time and Activity Reports for NJDOE review.	Following the Consolidated Monitoring Exit Conference, the district implemented Title IIA-Time and Activity Reports for Title IIA Instructional Staff.	1-Building Principals  2-Coordinator of Grants & Innovative Programs	February/March 2016

<p><u>Title III</u></p> <p>Finding 8</p>	<p>The Parent Notification Letter has been revised to include the required elements and is attached for NJDOE review.</p>	<p>The Title III parent notification letter was revised to include the following:</p> <ul style="list-style-type: none"> <li>• Child's level of English proficiency,</li> <li>• How such level was assessed,</li> <li>• The child's academic level,</li> <li>• How the program will meet the child's needs in attaining English and meeting standards,</li> <li>• Program exit requirements,</li> <li>• How instructional program will meet the objectives of an education program of a child with a disability and</li> <li>• An effective means of parent outreach.</li> </ul>	<p>Supervisor of Bilingual Education</p>	<p>June, 2016</p>
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<u>Title III Immigrant</u>  Finding 9	Prior to the end of FY 2015-2016, the district will identify and implement the necessary programs to enhance instructional opportunities for its immigrant student population and expend its Title III Immigrant award accordingly. All unused Title III Immigrant carryover funds will be released by the district to the NJDOE at the end of the FY 2015-2016 project period.	The Supervisor of Bilingual Education will review all opportunities to liquidate funds	1-The Supervisor of Bilingual Education	March-June, 2016
<u>IDEA (Special Education)</u>  Finding 10	All meetings will be documented appropriately	All meetings will be documented to ensure compliance with State regulations and will be reviewed by the Assistant Superintendent for Pupil and Personnel Services	Assistant Superintendent for Pupil and Personnel Services	June, 2016
IDEA (Special Education)  Finding 11	The full child study team will be in attendance for each meeting discussing student referrals	The district will conduct the necessary training to ensure all child study team members are familiar with procedures	Assistant Superintendent for Pupil and Personnel Services	June, 2016
IDEA (Special Education)  Finding 12	Students being placed in a less restrictive environment for more than 20% of the school day will be documented	Child study team members will be trained to properly document student activity	Assistant Superintendent for Pupil and Personnel Services	June, 2016

IDEA (Special Education)  Finding 13	Parents will be given written notice in advance of special education meetings	The child study team members will be trained and the district will develop a mechanism to ensure compliance	Assistant Superintendent for Pupil and Personnel Services	June, 2016
IDEA (Special Education)  Finding 14	All amendments to IEP's will be in writing with parental consent	The child study team members will be trained and the district will develop a mechanism to ensure compliance	Assistant Superintendent for Pupil and Personnel Services	June, 2016
IDEA (Special Education)  Finding 15	The district will ensure that all charges to the program are necessary to the implementation of the program	The special education department will review each purchase order to ensure accurate expenses are in compliance with any agreements with the vendor	Assistant Superintendent for Pupil and Personnel Services	June, 2016
<u>Carl D. Perkins</u>  Finding 16	The district will ensure they have a current signed and dated articulation agreement on file for all approved CTE programs of study.	The district will provide a current and signed articulation agreement from Brookdale to the NJDOE for review.	Coordinator of Grants & Innovative Programs	June, 2016

<u>Carl D. Perkins</u>  Finding 17	The district will ensure that the one year funding application is fully reviewed with the appropriate Workforce Development Board personnel	The district will ensure that, after consultation with all stakeholders, each Perkins grant application is available for review/comment	Coordinator of Grants & Innovative Programs	June, 2016
<u>Carl D. Perkins</u>  Finding 18	The district has made the provisions of curricula that includes coherent sequence of courses and develop scheduling practices that will allow participation and has adjusted the 5 year plan to meet the High School program of study.	The district has adjusted its 5 year plan	High School Administration	June, 2016
<u>Carl D. Perkins</u>  Finding 19	The district will reverse disallowed charges of \$3,580.28 made to the FY 2015-2016 Perkins grant for stipends paid to Perkins Advisors and submit the adjusting entry to the NJDOE for review. The district will also monitor and track expenditures to ensure that expenditures are allowable and are made in accordance with approved budget.	The district will reverse the Perkins Grant charges in the amount of \$3,580.28.	Business Office	June, 2016

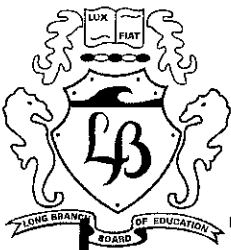
<u>Carl D. Perkins</u>  Finding 20	The district will reverse the cost incurred for the coverage of warranty charged beyond the one-year grant cycle in the amount of \$450 (PO # 16-001700) and submit the adjusting entry to NJDOE for review.	The district will reverse the Perkins Grant charges in the amount of \$450.	Business Office	June, 2016
<u>Carl D. Perkins</u>  Finding 21	The district will ensure federally funded expenditures are allocated to appropriate general ledger accounts. The district will review all expenditures for FY 2015-2016 and transfer all improperly recorded transactions to the correct accounts prior to preparing/submitting the corresponding Final Report.	The district will revert warranty charges made (PO # 16-001700) to the 400-731 instructional equipment line and charge them to the appropriate line.	Business Office	June, 2016
<u>Carl D. Perkins</u>  Finding 22	The district will place visible, permanently attached, numbered inventory tags on all equipment. Units with multiple pieces will be tagged with sequential numbers. Perkins funded equipment will be labeled as "Perkins" funded equipment.	The district will place permanent labels on each piece of equipment purchased with Perkins funding.	Coordinator of Grants & Innovative Programs	June-July 2016

<u>Carl D. Perkins</u>  Finding 23	The district will implement procedures to ensure personnel assigned to administer the Perkins grant comply with the program specific requirements applicable to each project period.	The district will ensure personnel follow the program specific requirements including identifying the approved CIP Code and intended location of the equipment when preparing Perkins purchase orders.	Coordinator of Grants & Innovative Programs.	June, 2016
<u>Administrative</u>  Finding 24	The district will the requirements under federal procurement law with respect to purchases that fall under the bid threshold	The district will review all purchase orders to be in compliance with federal procurement law	Business Office	June, 2016
<u>Administrative</u>  Finding 25	The district will update its internal control policy to include the review of suspended and debarred vendors as well as update policies	The district will update the Standard Operating Procedure manual to include the review of all vendors against the suspended and debarred list	Business Office	June, 2016
<u>Administrative</u>  Finding 26	The district will increase its efforts to ensure confirming purchase orders do not take place	The Business Office will, upon discovery of such practices, send a letter to the individuals supervisor admonishing this practice	Business Office	June, 2016

### 2016-2017 Contracted Services for Buildings and Grounds

	<u>Contracted Services</u>	<u>Description of Services</u>	<u>Vendor</u>	<u>Quotes Received</u>	<u>Awarded Contractor</u>
1	AMERA	AWC / MOR / LWC / WE Older schools that have Asbestos and Inspected every 6 months including report	RAMM Environmental Environmental Connections	\$1,500.00 \$2,500.00	X
2	Boiler Maintenance	District – AERCO Boilers Service and Maintenance	TempMasters, Inc. East Coast Combustion Specialists Miller & Chitty	\$6,000.00 \$6,211.33 No Quote	X
3	Boiler Water Treatment	District – Steam Boilers Water Treatment Services	Chem-Aqua CQI Butler Water Connections, Inc.	\$6,550.00 \$5,900.00 \$4,700.00	X
4	Burglar & Fire Alarm Monitoring Security Systems	District - Monitor Burglar & Fire Alarms	Fire Security Technologies System Sales Corporation FAST Fire and Security Technologies	\$9,938.00 No Quote No Quote	X
5	Elevator Maintenance & Repairs	540 Broadway (2), High School (2), AAA (1), MS (1) GRE – Serviced by another company	ThyssenKrupp Elevator Kencor, Inc. Sharp Elevator Schindler Elevator	No Quote No Quote No Quote \$15,807.00	X
6	Elevator Monitoring	540 Broadway (2), High School (2), AAA (1), MS (1), GRE (1), GLC (1)	Fire Security Technologies AVS Technology FAST Fire and Security Technologies	\$4,147.20 No Quote \$5,950.00	X
7	Emergency Generator	AAA / AWC / MS / MOR / HS / JMF / GRE/ 540/ GLC Service Maintenance and Repairs	Electrical Motor Repair Foley Power Systems R&J Control Penn Power Systems Cummins	\$8,005.00 \$17,583.28 No Quote \$11,830.00 No Quote	X
8	Fire Alarm Inspection & Reports	District – Inspection and Reports	Fire Security Technologies System Sales Corporation FAST Fire and Security Technologies	\$33,852.00 No Quote No Quote	X
9	Fire Extinguisher Servicing	District – Inspection and Tagging	Jersey Coast Kistler O'Brian FAST Fire and Security Technologies	\$4,770.00 No Quote \$4,150.00	X
10	Fire Sprinkler Protection / Suppression Systems / Fire Pumps / Back Flow Preventers	540 Broadway / JMF / MS / HS / AAA / GRE /GLC– Inspection and Service Maintenance	Allied Fire & Safety City Fire Equipment Kristler O'Brian	\$8,200.00 No Quote No Quote	X
11	HVAC Mechanical Maintenance	540 Broadway – Service and Maintenance	ENCON Automatic Temperature Controls	\$15,560.00 No Quote	X
12	HVAC Automatic Temperature Controls	AAA / GRE / JMF/MOR/LWC/AWC /GLC Service and Maintenance	Automatic Temperature Control Delta Connects Johnson Controls	\$34,000.00 No Quote \$108,000.00	X
13	HVAC Chiller & Cooling Tower Servicing	AAA/GRE/GLC Service and Maintenance	TRANE Carrier	No Quote \$7,300.00	X
14	HVAC Automatic Temperature Controls	High School – Automation Temperature Control Service and Maintenance	Delta Connects Automated Temperature Controls ENCON	\$26,265.00 No Quote No Quote	X

15	HVAC Temperature Controls	Middle School – Flex Automation Controls	Honeywell	\$19,840.00	
			Automated Building Controls	No Quote	
			AME Inc.	\$16,750.00	X
16	HVAC Mechanical Maintenance	Middle School – Mechanical Maintenance Service and Maintenance	Honeywell	\$17,920.00	X
			Automated Building Controls	No Quote	
17	Pest Management	District – Pesticide Treatments Monthly Inspections and Servicing	Hilsen	\$8,700.00	X
			Western	No Quote	
			Alliance Commercial Pest Control	\$8,820.00	
18	Snow Plowing	District – 4 x 4 pickup Bobcat Tandem Backhoe Loader Single Axle Dump	Custom Lawn Service		X
				\$125.00	
				\$200.00	
				\$175.00	
				\$250.00	
				\$350.00	
				\$150.00	
		4 x 4 pickup Bobcat Tandem Backhoe Loader Single Axle Dump	L & L Paving		
				No Quote	
19	Uniforms	Custodial / Maintenance / Grounds 3 Sets of Uniforms & 1 Pair of Boots	Unifirst / Dickies	No Quote	
			ARAMARK / Dickies	\$179.18 not as specified	
			American Uniform / Dickies	No Quote	
			Specialty Graphics / Dickies	\$189.00	X
20	Water Bottled/5 gallon	127 Myrtle / 540 / Shop @600 5- Gallon bottled water	Kepwel Spring Water	\$2,730.00	
			Watchung Spring Water	\$2,651.00	X



## LONG BRANCH PUBLIC SCHOOLS

Long Branch, New Jersey

### PERSONNEL COMMITTEE MEETING MINUTES

June 15, 2016

5:30 pm

#### COMMITTEE MEMBERS PRESENT:

Michele Critelli, Ed.D., Chair  
Bill Dangler  
James Parnell  
Rose Widdis

#### ADMINISTRATORS PRESENT:

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

#### 1. Open Positions for 2016-2017 school year

##### **Certified Positions:**

- (2) ESL/Bilingual/Bicultural Teachers
- (1) Personnel Manager
- (1) Acting Coordinator for Funded Grants & Innovative Programs
- (2) Math Teachers
- (1) Spanish Teacher
- (1) Chemistry Teacher
- (1) Physics Teacher
- (1) Biology Teacher
- (1) Student Assistance Counselor
- (2) Physical Education/Health Teachers
- (7) Teachers of the handicapped with endorsements in Science or Social Studies or Math
- (1) Academy Administrator/Principal
- (1) Student Advisor

##### **Classified (Non-Certified) Positions:**

- Part-Time Instructional Assistants
- (1) Part-Time Bus Driver
- (1) Technical Support Field Specialist

#### 2. Workers' Compensation

#### 3. Staff transfers

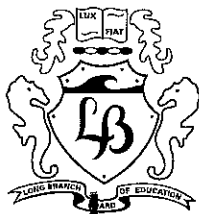
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#### **GOALS:**

*The committee members will actively participate in professional dialogue pertaining to personnel with specific focus towards the teacher evaluation, student growth objectives, student growth percentiles and PARCC.*

*The committee members will seek professional learning experiences pertaining to personnel with specific focus towards: teacher evaluation, student growth objectives, student growth percentiles and PARCC*





# MINUTES

## ATHLETIC COMMITTEE MEETING

June 14, 2016  
Minutes

540 Broadway  
Long Branch, NJ

### COMMITTEE MEMBERS:

James Parnell: Chair  
Caroline Bennett  
Bill Dangler  
Michele Critelli, Ed.D.

### ADMINISTRATORS:

Michael Salvatore, Ph.D.  
Alvin Freeman  
Jason Corley, CAA

### DISCUSSION:

#### I. End of the Year Report

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### ATHLETICS COMMITTEE GOALS

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

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

## 2016-2017 Staff Transfers

Last Name	First Name	School	2015-2016 Position	2016-2017 School	2016-2017 Position
Widdis	Charles	Central Office	Administrative Assistant	Placement Center	Administrative Assistant
Crespo	Milagros	District Offices	Secretary	Placement Center	Secretary
Langan	Lenor	District Offices	Secretary	Amerigo A Anastasia School	Secretary/Clerk
Molina	Bonnie	District Offices	Bilingual Supervisor	Placement Center	Bilingual Supervisor
Panizzi	Maria	Amerigo A Anastasia School	Teacher	Lenna W Conrow School	Teacher
Morales	Wallace	Amerigo A Anastasia School	Teacher	George L Catrambone School	Teacher
DeSantis	Brittany	Amerigo A Anastasia School	Teacher	George L Catrambone School	Teacher
Eschelbach	Paul	Amerigo A Anastasia School	Teacher	Gregory/Lenna W Conrow School	Teacher
Harris	Yvette	Audrey W Clark School	Teacher	Middle School	Teacher
Williams	Jaclyn	Audrey W Clark School	Instructional Assistant	High School	Instructional Assistant
Abner	Michelle	George L Catrambone School	Teacher	George L Catrambone School/Morris Ave	Teacher
Addonizio	Cheryl	George L Catrambone School	Teacher	George L Catrambone School/Morris Ave	Teacher
Balina	Fred	George L Catrambone School	Teacher	George L Catrambone School/Morris Ave	Teacher
Castoro	Amanda	George L Catrambone School	Teacher	George L Catrambone School/Morris Ave	Teacher
Gaylord	Carla	George L Catrambone School	Teacher	Audrey W Clark School	Teacher
Gomez	Yoselin	George L Catrambone School	Instructional Assistant	Amerigo A Anastasia School	Instructional Assistant
Hochstadeter	Dana	George L Catrambone School	Teacher	Amerigo A Anastasia School	Teacher
Jetter	Wanda	George L Catrambone School	Instructional Assistant	PIP Program - 540 Broadway	Instructional Assistant
Kaplan	Sarah	George L Catrambone School	Teacher	George L Catrambone School/Morris Ave	Teacher
Kiy	Lupe	George L Catrambone School	Teacher	Lenna W Conrow School	Teacher
Marucci	George	George L Catrambone School	Teacher	George L Catrambone School/Morris Ave	Teacher
Marx	Ellen	George L Catrambone School	Teacher	Amerigo A Anastasia School	Teacher
McDonald	Amanda	George L Catrambone School	Teacher	Amerigo A Anastasia School	Teacher
Merlucci	Nicola	George L Catrambone School	Teacher	George L Catrambone School/Morris Ave	Teacher
Possiel	Carol	George L Catrambone School	Teacher	Amerigo A Anastasia School	Teacher
Reilly	Jessica	George L Catrambone School	Teacher	Gregory School	Teacher
Roesch	Lisa	George L Catrambone School	Teacher	George L Catrambone School/Morris Ave	Teacher
Santos	Darlene	George L Catrambone School	Teacher	George L Catrambone School/Morris Ave	Teacher
Serviss	Jennifer	George L Catrambone School	Teacher	Middle School	Teacher
Sniffen	Stephanie	George L Catrambone School	Teacher	Amerigo A Anastasia School	Teacher
Stone	Kelly	George L Catrambone School	Teacher	George L Catrambone School/Morris Ave	Teacher

# 2016-2017 Staff Transfers

Last Name	First Name	School	2015-2016 Position	2016-2017 School	2016-2017 Position
Bruno	Megan	Gregory School	Teacher	Lenna W Conrow School	Teacher
Clarke	Felicia	Gregory School	Teacher	Lenna W Conrow School	Teacher
Cook	Samantha	Gregory School	Teacher	Amerigo A Anastasia	Teacher
Della Valle	Jolie	Gregory School	Teacher	Gregory School / Lenna W Conrow School	Teacher
Marzullo	Margaret	Gregory School	Teacher	Gregory School / Lenna W Conrow School	Teacher
Newman	Edna	Gregory School	Teacher	Gregory School / Lenna W Conrow School	Teacher
O'Neill	John	Gregory School	Teacher	Gregory School / Lenna W Conrow School	Teacher
Penta	Gregory Schi	Gregory School	Teacher	Gregory School / Lenna W Conrow School	Teacher
Simms	Stacy	Gregory School	Teacher	Gregory School / Lenna W Conrow School	Teacher
Guerra	Nicole	JMF Early Childhood Lming Ctr	Teacher	Gregory School	Teacher
Brown-Manue	Stephanie	Lenna W Conrow School	Teacher	Gregory School	Teacher
Cavanagh	Meghann	Lenna W Conrow School	Teacher	George L Catrambone School	Teacher
Lujan	Romina	Lenna W Conrow School	Instructional Assistant	High School	Instructional Assistant
Pagan	Kimberly	Lenna W Conrow School	Teacher	High School	Teacher
Sheerin	Sabrina	Lenna W Conrow School	Teacher	JMF ECLC/LWC	Teacher
Becker	Gail	Morris Avenue	PIRT Team Member	Morris Ave/ Morris Ave Satellite	PIRT Team Member
Gatta	Michael	Morris Avenue	Teacher	Gregory School	Teacher
Shellnut	Marh	Morris Avenue	Teacher	George L Catrambone School	Teacher
Bland	Laura	540 Broadway	Teacher	Morris Avenue Satellite	Teacher
Cleveland	Star	540 Broadway	Instructional Assistant	Morris Avenue Satellite	Instructional Assistant
Gallo	Samantha	540 Broadway	Teacher	Morris Avenue Satellite	Teacher
Zocco	Jill	540 Broadway	Instructional Assistant	Morris Avenue Satellite	Instructional Assistant
Brown	Sean	Middle School	Teacher	High School	Teacher
Meyer	Sarah	Middle School	Teacher	Amerigo A Anastasia School	Teacher
Nieves	Laura	Middle School	Teacher	Middle School/High School	Teacher
Severs	John	Middle School/High School	Instructional Assistant	Middle School	Instructional Assistant
Glanzberg	Tammy	High School	Schedule/Data Manager	High School/Placement Center	Schedule/Data Manager
Jasio	John	High School	Teacher	Middle School	Teacher
Rodriguez	Jessica	High School	Instructional Assistant	Morris Avenue School	Instructional Assistant

**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:

**LOUISE BERRYHILL**, Middle School nurse secretary, effective June 1, 2016.

**STEFANIA BRITT**, Joseph M. Ferraina Early Childhood Learning Center, teacher effective May 19, 2016.

**JANICE MARTIN**, Personnel Office confidential secretary, effective May 31, 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:

**LOUISE BERRYHILL**, Middle School nurse secretary, from May 23, 2016 to May 31, 2016.

**GABRIELA DEMPSEY**, High School teacher, from September 1, 2016 to September 30, 2016.

**JEANINE FASANO**, Lenna W. Conrow School teacher, from May 25, 2016 to June 17, 2016.

**SAMANTHA COVERT-PINCA**, High School teacher, from September 19, 2016 to October 26, 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:

**KELLY McOMBER**, Communications and Special Programs Coordinator, from July 1, 2016 to July 31, 2016.

**WALTER WHITEHEAD**, Gregory School custodian, from June 14, 2016 to June 29, 2016.

**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:

**GABRIELA DEMPSEY**, High School teacher, from October 1, 2016 to November 10, 2016.

**KELLY McOMBER**, Communications and Special Programs Coordinator, from June 13, 2016 to June 30, 2016.

**SAMANTHA COVERT-PINCA**, High School teacher, from October 27, 2016 to April 15, 2017.

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

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

**DAVID BASS, SR.**, Middle School corridor aide, from June 1, 2016 to June 17, 2016.

**JANICE MARTIN**, Personnel Office confidential secretary, from May 17, 2016 to May 26, 2016.

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

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

**CRISTINA BENANTI**, Lenna W. Conrow School teacher from, September 1, 2016 to June 30, 2017.

## CONFERENCES

## APPENDIX H-5

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

### **MARCIA GABRIEL**

**\$199.00**

High School, School Psychologist, to attend the Art & Anxiety Therapy: Healing Through Imagery sponsored by Cross Country Education to be held on July 27, 2016 at Clarion Hotel and Conference Center, Toms River, NJ (ACCT# 20-253-200-500-253-25-00).

### **VANESSA GIAMANCO**

**\$1085.00**

High School science teacher, to attend the AP Summer Institute Environmental Science sponsored by College Board to be held on August 1-4, 2016 at Middlesex County College, Edison, NJ (ACCT# 15-000-240-500-167-01-44).

### **NEMEIL NAVARRO**

**\$4,427.00**

High School teacher, to attend the Project Lead the Way Training for Principles of Engineering training sponsored by Project Lead the Way to be held on August 8-19, 2016 at the University of Delaware (ACCT# 11-000-230-585-390-12-44).

### **MAUREEN ROBINSON**

**\$206.00**

District LDT-C, to attend the Art & Anxiety Therapy: Healing Through Imagery sponsored by Cross Country Education to be held on July 27, 2016 at Clarion Hotel and Conference Center, Toms River, NJ (ACCT# 20-253-200-500-253-25-00).

### **ROBERT STOUT**

**\$350.00**

Middle School band teacher, to attend the Vivace Band Director Workshop sponsored by Vivace Productions to be held on July 6-9, 2016 at Stevenson University, MD (ACCT# 11-000-230-585-390-12-44).

### **JENA VALDIVIEZO**

**not to exceed \$4,500.00**

6-12 Science Supervisor, to attend the Project Lead the Way Training for Civil Engineering sponsored by Project Lead the Way to be held on July 11-22, 2016 at Rochester Institute of Technology, NY (ACCT# 11-000-230-585-390-12-44).

### **JENA VALDIVIEZO**

**not to exceed \$4,500.00**

6-12 Science Supervisor, to attend the Project Lead the Way Training for Civil Engineering sponsored by Project Lead the Way to be held on July 25 - August 5, 2016 at Rochester Institute of Technology, NY (ACCT# 11-000-230-585-390-12-44).

### **JASON VENGELIS**

**not to exceed \$3,500.00**

High School teacher, to attend the Project Lead the Way Training for Biomedical Medical Interventions training sponsored by Project Lead the Way to be held on July 10-22, 2016 at Stevenson University, MD (ACCT# 11-000-230-585-390-12-44).

**ELIZABETH WEST****\$1,475.00**

Middle School Science teacher, to attend the Project Lead the Way Automation and Robotics training sponsored by Project Lead the Way to be held on June 27- July 1, 2016 at Rowan University, NJ (ACCT# 11-000-230-585-390-12-44 and 15-423-200-500-180-06-44).

**Global Logistics & Supply Chain Management CTE Course 1****\$0.00**

Dawn Ciaramella, High School teacher, to attend the Global Logistics & Supply Chain Management CTE Program of Study Course 1 on July 11 - 20, 2016 to be held at Rutgers University sponsored by the Department of Education.

**Monthly HIB Report**

**Reporting Period - May 25, 2016 – June 17, 2016**

**Summary:**

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

**Middle School**

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

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

**PLACEMENT OF STUDENTS ON HOME INSTRUCTION****ID# 5730785801, Classified Student**

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

**ID# 1468743304, Classified Student**

**NOTE:** Student has been admitted to 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.

**ID# 4343368535, Classified Student**

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

**ID# 8218396248, Classified Student**

**NOTE:** Student has been admitted to 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.

**ID# 7050249774, Non-Classified Student**

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

**ID# 9004189380, Classified Student**

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

**TERMINATION OF STUDENTS ON HOME INSTRUCTION****ID# 826266371, Non-Classified Student**

**NOTE:** student has been cleared to return back to school.

**ID# 9142957925, Non- Classified Student**

**NOTE:** Student has been cleared to return back to school.

**ID# 5630865788, Non-Classified Student**

**NOTE:** Student has been cleared to return back to school.

**ID# 5730785801, Classified Student**

**NOTE:** Student has been cleared to return back to school.

**ID# 8144527619, Classified Student**

**NOTE:** Student has been cleared to return back to school.

**ID# 4343368535, Classified Student**

**NOTE:** Student has been cleared to return back to school.

**ID# 34235654884, Classified Student**

**NOTE:** Student has been cleared to return back to school.



**TERMINATION OF STUDENTS ON HOME INSTRUCTION (continued)**

**ID# 3820686794, Classified Student**

**NOTE:** Student has been cleared to return back to school.

**ID# 5079542476, Classified Student**

**NOTE:** Student has been cleared to return back to school.

**ID# 4414984157, Classified Student**

**NOTE:** Student has been cleared to return back to school.

**ID# 1210900996, Classified Student**

**NOTE:** Student has been cleared to return back to school.

**ID# 53674882546, Non- Classified Student**

**NOTE:** Student has been cleared to return back to school.

**ID# 9912105560, Non- Classified Student**

**NOTE:** Student has been cleared to return back to school.

**ID# 1468743304, Classified Student**

**NOTE:** Student has been cleared to return back to school.

**ID# 6976451187, Classified Student**

**NOTE:** Student has been cleared to return back to school.

**ID# 3820686794, Non- Classified Student**

**NOTE:** Student has been cleared to return back to school.

**ID# 7050249774, Non- Classified Student**

**NOTE:** Student has been cleared to return back to school.

**ID# 1826865864, Classified Student**

**NOTE:** Student has been cleared to return back to school.

**ID# 3140095792, Non- Classified Student**

**NOTE:** Student has been cleared to return back to school.

**ID# 8218396248, Classified Student**

**NOTE:** Student has been cleared to return back to school.