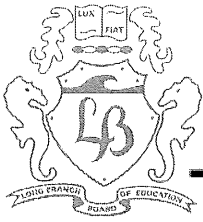


AGENDA

LONG BRANCH BOARD OF EDUCATION
Long Branch, New Jersey

Regular Meeting
Tuesday, February 23, 2021
6:00 P.M.

Long Branch Historic High School
391 Westwood Avenue
Long Branch, New Jersey 07740

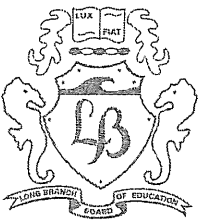


ORDER OF BUSINESS

MEETING

BOARD OF EDUCATION

- A. Roll Call
 - A-1. Statement of the Manner of Notification of the Meeting
 - A-2. Objections, if any, to the Validity of the Meeting
- B. Flag Salute
- C-1. Statement to the Public
- C-2. Opportunity for those present to address the Board relating to Agenda items
- D. Approval of Minutes
- E. Secretary's Report
- F. Superintendent's Report
- G. General Items
- H. Personnel Action
- I. Student Action
- J. Opportunity for those present to address the Board on any other business
- K. Adjournment



AGENDA

**MEETING
LONG BRANCH HISTORIC HIGH SCHOOL
391 WESTWOOD AVENUE
TUESDAY, FEBRUARY 23, 2021
6:00 P.M.**

A. ROLL CALL

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

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

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. 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.

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

The objecting member must give supporting reasons.

B. FLAG SALUTE AND PLEDGE OF ALLEGIANCE

Mrs. Youngblood Brown, Board President, will salute the flag and lead the Pledge of Allegiance.

C-1. STATEMENT TO THE PUBLIC

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

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

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

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

Auditor's Report - Scott Clelland

Comments from the Finance Committee Chair - Mrs. Youngblood Brown

D. **APPROVAL OF MINUTES**

I entertain a motion that the Board approve the following minutes:

- Regular Meeting minutes of January 26, 2021
- Executive Session minutes of January 26, 2021

E. **SECRETARY'S REPORT**

1. **BUDGET TRANSFER REPORTS – FY21 NOVEMBER TRANSFERS**

I recommend 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 November Transfers as listed be approved for the month ending November 30, 2020.

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

Ayes:

Nays:

Absent:

Date: February 23, 2021

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

2. **BOARD SECRETARY'S REPORT - NOVEMBER 30, 2020**

I recommend the Board approve the Board Secretary's Report for the month ending November 30, 2020 (which will be labeled **APPENDIX E-2** and made part of the permanent minutes upon Board approval).

3. **REPORT OF THE TREASURER - NOVEMBER 30, 2020**

I recommend the Board approve the Report of the Treasurer for the month ending November 30, 2020 (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 November 30, 2020 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).

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

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

I recommend 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 November 30, 2020 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.

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

Ayes:

Nays:

Absent:

Date: February 23, 2021

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

6. **BILLS AND CLAIMS – NOVEMBER 15 - 30, 2020, DECEMBER 8 - 30, 2020, JANUARY 4 - 29, 2021 AND FEBRUARY 1 - 23, 2021 FOR CHRIST THE KING, AMY'S YOGABILITIES AND CITY OF LONG BRANCH**

I entertain a motion that the Board approve the bills and claims for November 15 - 30, 2020, December 8 - 30, 2020, January 4 - 29, 2021 and February 1 - 23, 2021 for Christ the King, Amy's Yogabilities and City of Long Branch (which will be labeled **APPENDIX E-4** and made part of the permanent minutes upon Board approval).

7. **BILLS AND CLAIMS – NOVEMBER 15 - 30, 2020, DECEMBER 8 - 30, 2020, JANUARY 4 - 29, 2021 AND FEBRUARY 1 - 23, 2021 EXCLUDING CHRIST THE KING, AMY'S YOGABILITIES AND CITY OF LONG BRANCH**

I entertain a motion that the Board approve the bills and claims for November 15 - 30, 2020, December 8 - 30, 2020, January 4 - 29, 2021 and February 1 - 23, 2021 excluding Christ the King, Amy's Yogabilities and City of Long Branch (which will be labeled **APPENDIX E-4** and made part of the permanent minutes upon Board approval).

8. **RECONCILIATION MONTHLY OPERATING REPORT – SODEXO – JANUARY 31, 2021**

I entertain a motion that the Board approve the monthly operating reports for the Sodexo Corporation, Food Service Management Company for the Long Branch School District for January 31, 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 JANUARY 31, 2021**

I entertain a motion that the Board approve the monthly reports for the Athletic Fund, the Elementary Schools, Middle School, and High School Student Funds as of January 31, 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 January 2021)

| | AAA | GLC | GRE | MA | JMFECLC | LWC | TOTAL ELEM | MS | HS | TOTAL |
|---------------------|------------|------------|------------|------------|------------|------------|---------------|-------------|-------------|-------------|
| PreK | | | | 170 | 198 | 163 | 531 | | | 531 |
| Kdg | | 41 | | 102 | 95 | 120 | 358 | | | 358 |
| 1st | 101 | 133 | 120 | | | | 354 | | | 354 |
| 2nd | 124 | 141 | 111 | | | | 376 | | | 376 |
| 3rd | 90 | 147 | 115 | | | | 352 | | | 352 |
| 4th | 79 | 180 | 99 | | | | 358 | | | 358 |
| 5th | 88 | 172 | 83 | | | | 343 | | | 343 |
| 6th | | | | | | | | 339 | | 339 |
| 7th | | | | | | | | 303 | | 303 |
| 8th | | | | | | | | 382 | | 382 |
| 9th | | | | | | | | | 368 | 368 |
| 10th | | | | | | | | | 361 | 361 |
| 11th | | | | | | | | | 331 | 331 |
| 12th | | | | | | | | | 338 | 338 |
| MCI | 12 | | | | | | 12 | 11 | 14 | 37 |
| MID | | | | | | | | | | |
| MD | | | | | | | | | | |
| BD | 6 | | 1 | | | | 7 | 8 | 18 | 33 |
| LD | 54 | | 31 | | | | 85 | 52 | 42 | 179 |
| SLD | | | | | | | | 2 | | 2 |
| AUT | 16 | | 26 | | | | 42 | 13 | 17 | 72 |
| PD | | | 4 | | 1 | 17 | 22 | | | 22 |
| OOD | 6 | | 2 | | 7 | 3 | 18 | 13 | 16 | 47 |
| Home Instruction | | | | | | | | | | |
| TOTAL | 576 | 814 | 592 | 272 | 301 | 303 | 2858 | 1123 | 1505 | 5486 |

| January 31, 2020 | | | | | | | | | | |
|------------------|------------|------------|------------|------------|------------|------------|-------------|-------------|-------------|-------------|
| School | AAA | GLC | GRE | MA | JMFECLC | LWC | Total Elem | MS | HS | Total |
| Totals | 580 | 898 | 573 | 396 | 318 | 366 | 3131 | 1201 | 1526 | 5858 |

F. **SUPERINTENDENT'S REPORT**

1. **TEACHERS OF THE YEAR AND EDUCATIONAL SERVICES PROFESSIONALS OF THE YEAR - 2019 - 2020**

SCHOOL

AMERIGO A. ANASTASIA SCHOOL
AUDREY W. CLARK SCHOOL
GEORGE L. CATRAMBONE SCHOOL
GREGORY SCHOOL
JOSEPH M. FERRAINA ECLC
LENNA W. CONROW SCHOOL
MIDDLE SCHOOL
MORRIS AVENUE SCHOOL
PUPIL PERSONNEL SERVICES

RECIPIENT

Maria Herrera
Kirsty Corcoran
Jose Melendez
Nicole Howell
Sean Kelly
Elaine Scott Atkinson
Camille Barone-Simon
Heather O'Neill
Marjani Morgan

G. **GENERAL ITEMS**

Comments from the Athletics Committee Chair (APPENDIX G-1)

1. **ACCEPTANCE OF THE 2020 AUDIT**

I recommend the Board accept the June 30, 2020 audit as presented by Scott Clelland of Wiss and Company.

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

I recommend the Board accept the Corrective Action Plan for the FY2020 audit and the implementation of the recommendation (**APPENDIX G-2**).

3. **MONMOUTH UNIVERSITY POOL RENTAL**

I recommend the Board approve/ratify the agreement with Monmouth University for the use of its pool and facilities for the Long Branch High School swim team for the 2020 - 2021 season at a cost not to exceed \$5,280.

4. **APPROVAL OF AGREEMENT WITH FAST FORWARD**

I recommend the Board approve/ratify the agreement with Fast ForWord, a computer based instructional program developed to build cognitive skills students need to improve English language proficiency and reading skills for Middle School and High School students, for the period of February 1, 2021 to January 31, 2022 at an amount not to exceed \$100,000, to be paid by Title III funds.

5. **APPROVAL TO ACCEPT FY2020 AND FY2021 IMPACT AID GRANT ADDITIONAL FUNDING**

I recommend the Board accept the additional Impact Aid grant funding in the amount of \$2,032 for FY2020 and \$5,440 for FY2021.

I recommend 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.

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

G. **GENERAL ITEMS (continued)**

6. **APPROVAL TO FILE FY2021 NITA M. LOWEY 21ST CENTURY COMMUNITY LEARNING CENTER GRANT AMENDMENT**

I recommend the Board approve the filing of the FY2021 Nita M. Lowey 21st Century Community Learning Center grant amendment which includes CSA Administration Contact Updates as well as programming and budgetary changes due to operating a remote program resulting from the COVID-19 pandemic.

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

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

7. **APPROVAL OF NON-BINDING LETTER OF COMMITMENT WITH MONMOUTH MEDICAL CENTER**

I recommend the Board approve the two (2) year project agreement with Monmouth Medical Center on behalf of its Pollak Outpatient Behavioral Health ("Pollak Clinic") to provide integrated and coordinated care to district students. The anticipated start date is August 31, 2021.

8. **GIFTS TO SCHOOLS**

I recommend the Board accept the following gifts to schools indicated:

| | |
|----------------------------|---|
| John and Dorothea Bongiovi | 50 Adult Coats and Gloves (Value: \$8,250) |
|----------------------------|---|

H. **PERSONNEL ACTION**

1. **RETIREMENT**

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

W. DONALD CLARK, teacher, effective July 1, 2021. Mr Clark has a total of 33 years of service.

VIRGINIA FELDMAN, instructional assistant, effective June 1, 2021. Mrs. Feldman has a total of 35 years of service.

NICOLA MERLUCCI, teacher, effective July 1, 2021. Ms. Merlucci has a total of 24 years of service.

2. **RESIGNATION - CONTRACTUAL POSITION**

I recommend the Board accept the resignation of the following individual:

PETER NERI, groundman, effective February 9, 2021.

3. **RESIGNATION - STIPEND POSITIONS**

I recommend the Board accept the resignation of the following individuals:

MEGHAN AMENDOLA, mentor, effective March 8, 2021.

NIKOLAS GREENWOOD, Gregory School TDLA, effective January 30, 2021.

JOHN SEVERS, Middle School Assistant Basketball Coach, effective January 25, 2021.

H. **PERSONNEL ACTION (continued)**

4. **CREATION OF JOB DESCRIPTIONS**

I recommend the Board approve the job descriptions for (2) new Central Office positions as listed on **APPENDIX H-1a and H1b**.

5. **APPOINTMENT OF CERTIFIED STAFF**

I recommend the Board approve/ratify the appointment of the following named individual 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, and all other state and federal guidelines included but not limited to: a criminal history clearance and successful clearance of S-141/A-3381 (P.L.2018, c.5) This initial appointment may change as district needs develop:

SAJDAH MUHAMMAD

Business Teacher
High School
MA, Step 1
\$58,545.00

Certification: CE Teacher or Comprehensive Business

Education: Rutgers University

Replaces: Carol Arcomano (retired)

(Acct. #15-140-100-101-000-01-00) (UPC # 0070-01-BUSNS-TEACHR)

Effective: *Pending Pre Employment Physical**

6. **APPOINTMENT OF ASSISTANT SUPERINTENDENT FOR LEADERSHIP/INNOVATION PREK-12**

I recommend the Board approve the following named individual as Assistant Superintendent for Leadership/Innovation PreK-12 pending approval of the County Superintendent:

FRANK RILEY, Assistant Superintendent for Leadership/Innovation PreK-12, at a salary of \$135,000.00, effective March 1, 2021. Replaces: New Creation.
(Acct. # 11-000-230-100-000-10-00) (UPC # 1569-10-OFCSA-ASUPLI).

7. **APPOINTMENT OF DIRECTOR OF DIVERSITY, EQUITY & INCLUSION**

I recommend the Board approve the following named individual as Director of Diversity, Equity & Inclusion:

MARKUS RODRIGUEZ, Director of Diversity, Equity & Inclusion, at a salary of \$105,000.00, effective March 1, 2021. Replaces: New Creation
(Acct. # 11-000-221-102-000-10-00) (UPC # 1570-10-OFCSA-DIRCDE).

8. **APPOINTMENT OF SYSTEMS ADMINISTRATOR**

I recommend the Board approve the following named individual as Systems Administrator:

DAVID BOOTH, Systems Administrator, at a salary of \$70,000.00, effective March 1, 2021. Replaces: New Creation.
(Acct. # 11-000-252-100-000-12-00) (UPC # 1574-12-TCHNL-SYSADM).

H. **PERSONNEL ACTION (continued)**

9. **APPOINTMENT OF GROUNDSPERSON**

I recommend the Board approve the following named individual as Groundsperson:

JONATHAN BASSETT, Groundsperson, at a salary of \$36,451.00, effective Pending Pre Employment Physical and Fingerprints*. Replaces: Peter Neri (resigned).

(Acct. # 11-000-263-100-000-12-00) (UPC # 0894-12-OFB&G-GROUND).

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

I recommend the Board approve/ratify the annual stipend positions listed below:

HIGH SCHOOL

Academic Lab Instructors - Homework Club \$24.21/hr.

Meghan Cook, Nemeil Navarro, Jennifer Santana

DISTRICT

Before/Afterschool Bus Aides \$12.00/hr.

Nancy Jones, Stephanie Kircher, Michele Morey, Ta'Tyana Snelling

ELEMENTARY

Technology/Distance Learning Advisor (GRE) \$4,750.00

Chad King (effective February 23, 2021)

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

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

Event Workers *paid Per Athletic Event Fee Schedule*

Michael Jones, Stephane Moise

HIGH SCHOOL

CATEGORY 2

STEP

Girls Outdoor Track/Field Head Coach

| | | |
|---------------|---|------------|
| Jayce Maxwell | 7 | \$5,900.00 |
|---------------|---|------------|

Girls Outdoor Track/Field Asst. Coaches

| | | |
|-----------------|---|------------|
| Suraya Kornegay | 9 | \$4,100.00 |
|-----------------|---|------------|

| | | |
|------------------------|---|------------|
| Graham Huggins-Filozof | 7 | \$3,300.00 |
|------------------------|---|------------|

H. **PERSONNEL ACTION (continued)**

11. **COACHING/ATHLETIC STIPEND POSITIONS - 2020-2021 SCHOOL YEAR - SPRING (continued)**

HIGH SCHOOL

| <u>CATEGORY 2</u> | <u>STEP</u> | |
|---|--------------------|------------|
| <u>Boys Varsity Asst. Lacrosse Coaches</u> | | |
| Gareth Grayson | 6 | \$3,000.00 |

| <u>CATEGORY 3</u> | <u>STEP</u> | |
|---------------------------------|--------------------|------------|
| <u>Tennis Head Coach</u> | | |
| William Potter | 8 | \$3,500.00 |

| | | |
|----------------------------------|---|------------|
| <u>Tennis Asst. Coach</u> | | |
| Hema Solanki | 6 | \$2,000.00 |

MIDDLE SCHOOL

| <u>CATEGORY 2</u> | <u>STEP</u> | |
|---|--------------------|------------|
| <u>Track/Field Asst. Coach (B/G)</u> | | |
| Ashley Stewart | 8 | \$2,200.00 |

12. **COACHING/ATHLETIC STIPEND POSITION - 2020-2021 SCHOOL YEAR - SPRING**
I recommend the Board approve/ratify the following coaching/athletic stipend appointment as listed:

HIGH SCHOOL

| <u>CATEGORY 2</u> | <u>STEP</u> | |
|---|--------------------|------------|
| <u>Boys Varsity Asst. Lacrosse Coaches</u> | | |
| Eric Peters | 10 | \$5,000.00 |

Comments from the Governance Committee Chair (APPENDIX H-2)

13. **POLICIES AND REGULATIONS - FIRST READING - ALERT 221**
The new Policies and revised Policies and Regulations as listed on the attachment are being presented to the full Board for a First Reading - **APPENDIX H-3.**
14. **APPOINTMENT OF SUBSTITUTES FOR THE 2020-2021 SCHOOL YEAR**
I recommend the Board approve the following substitutes for the 2020-2021 school year:

SUBSTITUTE TEACHERS

Jason Corley Jr.*, Amanda Esposito*, Mary Jensen

SUBSTITUTE CUSTODIAN

Karla Bermudez Hernandez*

H. **PERSONNEL ACTION (continued)**

15. **CHANGE IN TRAINING LEVEL - 2020-2021 SCHOOL YEAR**

I recommend the Board approve/ratify a change in training level for the following individuals, effective March 1, 2021:

RYAN BURGESS, Middle School Teacher, moving from BA to MA on the teacher's salary guide.

HEIDY CASTILLO, EC/Elementary Teacher, moving from BA+30 to MA on the teacher's salary guide.

ANTHONY DESANTIS, EC/Elementary Teacher, moving from BA to MA on the teacher's salary guide.

LEAH ROBERTS, EC/Elementary Teacher, moving from BA to MA on the teacher's salary guide.

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

I recommend the Board approve the following individuals to assume the position of Mentor provided by the Board of Education at a rate of \$550 annually for a 1 year term:

LOCATION

Pupil Personnel Service

George L. Catrambone School

TEACHER

Brittaney Saez

Barbra Costello

MENTOR

Gerard Flint

Michelle Newberry

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

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

18. **ATTENDANCE AT CONFERENCES / MEETINGS**

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

Joy Daniels

\$1,200.00

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.
(Acct. #11-000-230-585-390-12-44).

MaryAnn Galloway

\$290.00

School Social Worker, to participate in National Association of Social Workers Virtual Annual Conference (NASW) - New Jersey Chapter, sponsored by National Association of Social Workers (NJ Chapter), to be held **March 7, 8, 2021** - Virtual Workshop.
(Acct. #11-000-219-500-312-11-44).

19. **STUDENT TEACHER/INTERN PLACEMENT**

I recommend the individual listed be authorized to conduct their student teaching in the Long Branch Public Schools as indicated during the 2020 - 2021 school year. Long Branch Public School employees must complete their student teaching and/or internship outside of their contractual hours.

The College of New Jersey

Jessica Rodriguez

Morris Ave

March 2021 - May 2021

Tessy Simoes

I. **STUDENT ACTION**

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

I recommend 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**

I recommend 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 OUT OF DISTRICT STUDENT FOR PLACEMENT AND TRANSPORTATION FOR THE 2020-2021 SCHOOL YEAR**

I recommend the Board approve the following atypical out of district student for placement and transportation for the 2020 - 2021 school year:

CHILDREN'S CENTER
NEPTUNE, NEW JERSEY

Tuition: \$30,487.96

Transportation

Effective Dates: 1/19/21 to 6/18/21

ID#: 20357253, classified as Eligible for Special Education and Related Services

4. **CORRECTIONS / REVISIONS TO MINUTES**

I recommend the Board approve the following corrections/revisions to minutes:

January 26, 2021

STUDENT TEACHER/INTERN PLACEMENT

The College of New Jersey - February 2021 - May 2021 - Michael Vieira - Middle School - Doreen Ortega (ESL Teacher). This should have read Ashley Stubbington.

Monmouth University - January 2021 - May 2021 - Abigail Rios - Middle School - Sean Mallon (Guidance Counselor). This should have read Jeremy Martin.

APPROVAL TO AMEND INTER-GOVERNMENTAL AGREEMENT WITH MONMOUTH BEACH

That the Board approve to amend the existing inter-governmental agreement with Monmouth Beach to include technology services in the amount of \$50,000 pro-rated to be paid to the Long Branch Board of Education. This should have listed the following stipends - David Booth - \$5,000; Chris Dringus - \$15,000; Daryl Southwood - \$7,500; Tim Blake - \$7,500.

November 10, 2020

FAMILY/MEDICAL LEAVE OF ABSENCE USING PAID DAYS

Cheryl Stavola, Middle School teacher should have read use of urgent business day for February 22, 2021 and sick less sub pay days from February 23, 2021 to March 8, 2021.

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

October 28, 2020

RETIREMENT

That the Board accept with regret and best wishes the retirement of Michael Salvatore, Ph.D., Superintendent of Schools, effective January 31, 2021. Dr. Salvatore has faithfully served this district for 22 years and 4 months. This should have read resignation.

5. **RESOLUTION FOR CLOSED EXECUTIVE SESSION**

I recommend the Board approve the following Resolution -

RESOLUTION

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

WHEREAS, the Long Branch Board of Education wishes to discuss **potential litigation** with the resulting action being made public when a proper conclusion has been reached and there is no longer a need for confidentiality;

NOW, THEREFORE BE IT RESOLVED, the Long Branch Board of Education will hold a closed Executive Session immediately in the Historic High School, 391 Westwood Avenue, Long Branch, New Jersey. It is anticipated that the closed session will not last longer than 20 minutes. Action may be taken in the public portion of the meeting upon recessing of this Executive Session back into the open public meeting.

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

Ayes:

Nays:

Absent:

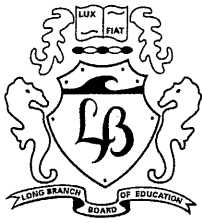
Date: February 23, 2021

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

DISCUSSION

1. Future Board of Education meeting dates and times.
2. DEI (Diversity, Equity, Inclusion) training for Board members.

K. **ADJOURNMENT**



MINUTES

ATHLETICS COMMITTEE MEETING

Tuesday, February 2, 2021 - 5:30 P.M.

540 Broadway, Long Branch, NJ 07740

COMMITTEE MEMBERS:

Luci Perez: Chair
Caroline Bennett
Violeta Peters
Tasha Youngblood Brown

ADMINISTRATORS:

Francisco Rodriguez.
Alvin L. Freeman, Ed.D.
Jason M. Corley, CMAA

1. Boys Soccer Team: 2020 Division Champions (12-3) season
 - Championship Jackets
 - Championship Plaque
2. Stephanie Silva: National Girls and Women in Sports recipient
 - Senior
 - Soccer, Lacrosse
3. COVID-19 Winter & Spring Season Start Dates:
 - Season 2: Basketball & Bowling: January 11 - March 6, 2021
 - Season 2A: Swimming & Indoor Track: February 1 - March 27, 2021
 - Season 3: Wrestling & Girls Volleyball: March 1 - April 24, 2021
 - Spring: April 1 - June 20, 2021
4. Football Championships
 - Shore Conference - Annual re-alignments
 - NJSIAA football group alignments
 - 5 groups
 - 4 sections: North 1, North 2, Central, South
 - 3 Non-Publics
 - 23 Overall State Champions
 - 2022 NJSIAA group championships alignment
 - Thanksgiving game (#98)
5. Shore Conference Diversity Pledge

To be read at all Shore Conference Contest:

"As members of the Shore Conference, we pledge to promote unity through our continued commitment to diversity, inclusion and equity. We will embrace the differences of all as we engage in elite levels of competition and fair play. I pledge to support the conference in its stance against racism, hate and discrimination."

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.

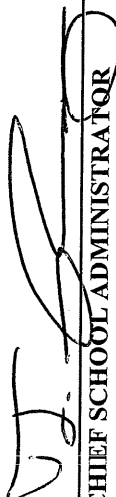
CORRECTIVE ACTION PLAN

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

Page 1 of 1

| 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 grant applications and amendments. | 2/23/2021 | The district will ensure that all grant applications and amendments are sent to the Board of Education for approval prior to setting up in the software system. | Bridgette Burt Coordinator of Grans and Innovative Programs 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

2/23/2021
 DATE


 SCHOOL BUSINESS ADMINISTRATOR/
 BOARD SECRETARY

2/23/2021
 DATE

LONG BRANCH PUBLIC SCHOOLS
Long Branch, New Jersey

POSITION DESCRIPTION

TITLE: **Assistant Superintendent for Leadership/Innovation PreK-12**

QUALIFICATIONS:

- 1 Minimum of five (5) years successful classroom experience.
2. Minimum of three (3) years successful principalship and/or central office experience.
3. School Administrator certificate or eligibility.
4. Such other alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

ESSENTIAL FUNCTIONS:

The Assistant Superintendent for Leadership/Innovation PreK-12 is responsible for program development and assessment, personnel recommendations, supervision and evaluation, curriculum development, in-service program development, budget development and community relations for all principals and vice principals. The Assistant Superintendent for Leadership/Innovation PreK-12 will also be responsible for the mentoring program for all new staff, as well as sustainability and Innovative NJ.

TERMS OF EMPLOYMENT: Twelve (12) months.

EVALUATION: Evaluated annually, in writing, by the Superintendent.

PERFORMANCE RESPONSIBILITIES:

1. Supervises all staff members and programs in the following areas:
 - Joseph M. Ferraina Early Childhood Learning Center
 - Amerigo A. Anastasia
 - George L. Catrambone
 - Audrey W. Clark
 - Gregory
 - Lenna W. Conrow/KLC
 - Long Branch Middle School
 - Long Branch High School
 - Long Branch Historic High School
 - Summer Enrichment Camp

2. Supervises curriculum development and instructional improvement activities at all levels.
3. Responsible for the evaluation of instruction methods and programs, and recommends such changes and improvements as needed with conformance to the NJSLS.
4. Supervises the development, implementation, monitoring and evaluation of all district elementary magnet programs.
5. Assists in the articulation of instructional programs among the schools, the Middle School and the High School.
6. Interprets the philosophy, goals and objectives of the preschool & elementary schools program to the Board and to the community at large, as appropriate.
7. Assists in the preparation, administration and monitoring of the budget in areas of responsibility.
8. Coordinates and approves the requisitions from all elementary schools.
9. Reviews and approves:
 - Educational Class Trips
 - Time Off Requests
 - Guest Speakers
 - Volunteers
 - School Fund-Raisers
 - All correspondence to PK-12 Faculties
 - Before & After School Programs/Activities
 - Workshop Approval
10. Maintains liaison with social, professional, civic, volunteer and other community agencies and groups having an interest in the schools.
11. Designs, develops and maintains records, reports, forms and systems of data collection appropriate to the needs of PK-12 programs.
12. Supervises & evaluates PK-12 Administrators.
13. Performs other duties as may be assigned by the immediate supervisor, the Superintendent of Schools or his designee.

PERSONNEL RESPONSIBILITIES:

1. Assigns administrators to conduct screenings, and interviews of candidates.
2. Facilitates mentoring program for new certified staff.
3. Reviews all Administrator observations and evaluations to ensure compliance with district policy.

BUDGET RESPONSIBILITIES:

1. Participates in the development and preparation of the annual District budget presentation.
2. Participates in the development of the District Educational Improvement Plan (EIP) budgets to meet the recommendations of the State Department of Education regarding Quality Education Act (QEA) requirements.
3. Shares responsibility for approving expenditures from PreK-12 budgets.

INSTRUCTIONAL LEADERSHIP:

1. Emphasizes student achievement by placing a high priority on instruction, activities and resources that foster academic success.
2. Establishes and articulates to students, staff and parents high expectations for student achievement and monitors on a regular basis to ensure that expectations are being met.
3. Monitors and evaluates the instructional program regularly and in a systematic manner, and uses results to work with building and district staff to plan and implement program improvement.
4. Plans and directs evaluative services for students through appropriate testing programs and other assessment measures consistent with Federal, State and local laws, policies, guidelines, goals and objectives.
5. Ensures appropriate placement in those components of assigned program which are best suited to the abilities and needs of the individual students.
6. Provides leadership for the development and implementation of curriculum guides and monitors to ensure that a high correlation exists between what is taught and what should be taught as indicated by the curriculum guide.
7. Leads initiatives as they relate to digital schools/sustainability.

LEARNING ENVIRONMENT:

1. Assists building administrators in establishing a climate of Mutual trust and support for staff and students assigned to his/her program.
2. Assists building administration in maintaining high standards of student conduct and enforcing discipline in a fair and objective manner as each practice relates to students within assigned program.
3. Assists in the counseling of individuals or groups of students in assigned program when appropriate.

COMMUNICATIONS:

1. Recognizes and promulgates in verbal and written form the accomplishments of students, staff, parents and community members.
2. Communicates effectively with groups, speaks distinctly and uses standard oral and written English.
3. Maintains open lines of communication with Administrators, parents, students, staff and community members.
4. Interacts effectively with Administrators/Principals in matters relating to student academic, social and emotional development.

ADMINISTRATION OF REPORTS/GUIDELINES, POLICIES, LAWS:

1. Completes all reports in a neat, accurate and timely manner.
2. Encourages staff input in the timely completion of required reports.
3. Maintains compliance with State and Federal laws, regulations and guidelines in assigned programs and recommends compliance activities to supervisor.
4. Demonstrates a broad knowledge of district, State and Federal guidelines, policies and laws as they relate to assigned program and communicates this information to the staff, students, and parents.

COMMUNITY RELATIONS:

1. Identifies, initiates and promotes activities which develop a positive image of assigned program and of the district.
2. Maintains a cooperative relationship with appropriate community agencies.
3. Coordinates programs for eligible non-public school students within assigned area.
4. Responds tactfully, but decisively, to parental and community suggestions, concerns or complaints.
5. Communicates the educational goals, objectives and needs of the program and the district to the community in an effective and accurate manner.
6. Uses a variety of methods of communication in the development of an effective school-community relations program.
7. Organizes and/or participates in special community events which publicize goals and objectives within the assigned program and/or recognizes student accomplishments.

PROFESSIONAL GROWTH AND DEVELOPMENT:

- 1. Participates in activities on an annual basis, which serve to enhance professional growth and development.**
- 2. Actively participates in committee work at the building and district levels directed toward program assessment and improvement.**
- 3. Works cooperatively with supervisor in accepting new and challenging assignments directed at the improvement of the educational program.**
- 4. Is receptive to suggestions for the improvement of job-related performance.**
- 5. All other such responsibilities as assigned by the immediate supervisor, the Superintendent of School or his designee.**

Board approved:

LONG BRANCH PUBLIC SCHOOLS
Long Branch, New Jersey

POSITION DESCRIPTION

TITLE: **Director of Diversity, Equity and Inclusion**

QUALIFICATIONS:

1. NJ Department of Education Principal certification.
2. Building level administrative experience.
3. Public School experience preferred.
4. Such other alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

ESSENTIAL FUNCTION:

To coordinate with the district leadership team to create an organizational environment based upon equity, inclusion and belonging for all students, their families, and faculty, staff and community members.

This will include supporting existing programs and creating new initiatives designed to promote equity, cultural competence and greater community understanding of vital issues and effective utilization of available resources

TERMS OF EMPLOYMENT: Twelve (12) months.

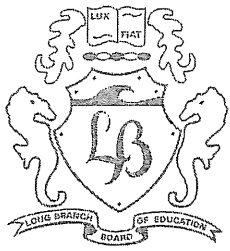
EVALUATION: Evaluated annually, in writing, by the Superintendent.

PERFORMANCE RESPONSIBILITIES:

1. Work with the district leadership team to identify, assess, and create action plans to address institutional biases in district programs and practices, and their associated impacts on underserved and underrepresented communities.
2. Create a plan to provide, organize and sustain district-wide training for faculty, staff, and students in order to establish a better understanding of the intersection between social and emotional learning, equity, and culturally responsive teaching strategies for student achievement.

- 3. Collaborate with curriculum leaders to identify more culturally responsive and justice-oriented learning opportunities and to modify curricula, as needed.**
- 4. Provide information and support to assigned leadership in the planning and administration of Title I funds.**
- 5. Develop and maintain a comprehensive resource portal for students, parents and staff.**
- 6. In consideration of student and parent concerns, collects relative data on potential inequities in-services, resources and treatments and provides that information to the appropriate administrators.**
- 7. Assists with evaluating student progress including attendance, academic and behavioral data.**
- 8. Supports a positive school climate while interacting with students, families, staff and community members.**
- 9. Coordinates with community organizations to build resources that directly address the achievement gap**
- 10. Provides input in development and/or revision of policy as it relates to diversity, equity and inclusion.**
- 11. Participates in staff meetings both on the building and district level as appropriate.**
- 12. Performs such other duties as assigned by the Superintendent of Schools.**

Board Approved:



MINUTES

LONG BRANCH PUBLIC SCHOOLS

Long Branch, New Jersey

GOVERNANCE COMMITTEE MEETING MINUTES

February 3, 2021 at 6:30 p.m.

COMMITTEE MEMBERS PRESENT:

Michele Critelli, Ed.D. - Chair
Donald C. Covin
Avery W. Grant
Donald C. Covin

ADMINISTRATORS PRESENT:

Francisco E. Rodriguez
Alvin L. Freeman, Ed.D.
Alisa Aquino

The Committee and Administrators reviewed and discussed the Policies and Regulations as listed. They will be presented to the full Board at its next scheduled meeting on February 23, 2021.

| | |
|---------------|---|
| 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) |

P 1620 – Administrative Employment Contracts (M) (Revised)

Policy Guide 1620 has been revised in response to a recent New Jersey Appellate Court case (Wall Township Education Association v. Wall Township Board of Education, DKT. NO. 252-10/17, Commissioner of Education, 01 June 2018). The Court overturned a Commissioner of Education decision regarding the public notice and hearing requirements for an administrative contract that is rescinded or terminated by the Board before it is due to expire and the parties agree to new employment terms. A Board of Education rescinded an existing Superintendent's contract and provided the Superintendent with a new contract. The Board followed the statutory language and a New Jersey Department of Education (NJDOE) Guidance and did not provide public notice or have a public hearing. This action was challenged. The Commissioner upheld the written language of the law, the NJDOE Guidance, and the Board's action indicating public notice and a public hearing is not required when an existing contract is rescinded and a new contract is approved. N.J.S.A. 18A:11-11 does not include the term "rescind" when indicating a public notice and hearing is required. The Appellate Court, on appeal, overturned the Commissioner's decision and indicated the legislative intent of N.J.S.A. 18A:11-11 was to require a public notice and hearing under these circumstances, which was contrary to the Commissioner's decision, NJDOE Guidance, and a Memorandum from the Executive County Superintendent. Policy Guide 1620 has been revised to require a public notice and hearing under these circumstances. In addition, Policy Guide 1620 has been revised to reflect P.L. 2019, Chapter 169 which, among other issues, abolished the Superintendent salary caps and made several revisions related to abolishing the salary caps in N.J.S.A. 18A:7-8, N.J.S.A. 18A:7-8.1, and N.J.S.A. 18A:17-19.2. Policy Guide 1620 is now mandated based on the Appellate Court case.

Policy Guide 1620 is MANDATED

P 2431 – Athletic Competition (M) (Revised)

R 2431.1 – Emergency Procedures for Sports and other Athletic Activity (M) (Revised)

P.L. 2019, c. 292 was passed and is effective for the 2020-2021 school year. The new law was codified at N.J.S.A. 18A:40-41.11 through 18A:40-41.12 and requires school districts that include any of the grades six through twelve to establish and implement an emergency action plan for responding to a serious or life-threatening sports-related injury sustained while participating in sports and other athletic activities. N.J.S.A. 18A:40-41.11 outlines the required information that must be included in the emergency action plan and requires the plan to be reviewed annually and updated as necessary.

Strauss Esmay has revised Policy Guide 2431 and Regulation Guide 2431.1 to comply with the requirements of the new law. Policy Guide 2431 now includes language required for districts with any grades six through twelve and is optional for a district without any of the grades six through twelve addressing the statutory requirement mandating a Board establish and implement an emergency action plan in accordance with N.J.S.A. 18A:40-41.11.

The title of Regulation Guide 2341.1 has been revised to "Emergency Procedures for Sports and other Athletic Activity" to align with the new language in N.J.S.A. 18A:40-41.11 and 18A:40-41.12. Regulation Guide 2431.1 Section C. "Emergency Procedures" is now titled "Emergency Action Plan and Procedures" and has been revised to align with the language from the new law and outlines all of the requirements placed on school districts by N.J.S.A. 18A:40-41.11. This section of the Regulation Guide is required for a district with any grades six through twelve and is optional for a district without any of the grades six through twelve. These Policy and Regulation Guides are mandated.

P 2451 – Adult High School (M) (Revised)

Policy Guide 2451 has been updated for school districts that operate or may operate an adult high school where a State-endorsed diploma is issued by the Board of Education to an out-of-school adult. N.J.S.A. 18A:50-1 et seq. is the chapter of the statutes authorizing a Board of Education to establish a program of adult education. N.J.A.C. 6A:20-2.1 et seq. is the administrative code chapter governing the opening and operating of an adult high school program. Policy Guide 2451 has been revised to provide additional guidance to a school district that operates or may operate an adult high school and to align with the structure of the controlling administrative code sections of N.J.A.C. 6A:20-2.1 et seq. Policy Guide 2451 is only mandated for a school district that operates or may operate an adult high school program and should replace the district's existing Policy Guide 2451.

Policy Guide 2451 is MANDATED

P 2464 – Gifted and Talented Students (M) (Revised)

P.L. 2019, c. 338 was passed and is effective for the 2020-2021 school year. The new law was codified at N.J.S.A. 18A:35-34 through 18A:35-39 and outlines the requirements placed on school districts regarding their Gifted and Talented Education Programs. Policy Guide 2464 has been updated to better align with the language in N.J.S.A. 18A:35-34 through 18A:35-39. The revisions include requirements regarding the accessibility and development of the Gifted and Talented Education Program, submission of an annual report to the New Jersey Department of Education (NJDOE), a complaint procedure for individuals who believe the district has violated N.J.S.A. 18A:35-34 through 18A:35-39, and notice requirements for the district's policy on Gifted and Talented Education Programs.

The corresponding Regulation Guide that outlines the identification and selection process and the program to be offered in a school district has not been revised as the NJDOE does not endorse a program or model and districts have local control over these issues. Therefore, the procedures in the Regulation Guide should be unique to each school district and should include the details of the school district's program. Most importantly, all school districts must have a Board-approved Gifted and Talented Program for students in grades Kindergarten through twelve. The Program is mandated and the Policy must be adopted by the Board. This Policy Guide is the same Policy Guide that has been available for download on www.straussesmay.com since September 21, 2020.

Policy Guide 2464 is MANDATED

P 5330.05 – Seizure Action Plan (M) (New)

R 5330.05 – Seizure Action Plan (M) (New)

P.L. 2019, c. 290 was recently passed and codified at N.J.S.A. 18A:40-12.34 through 40-12.38. These new statutes require the parent of a student with epilepsy or a seizure disorder to submit the student's seizure action plan on an annual basis to the school nurse. The seizure action plan is a comprehensive document provided by the student's physician, advanced practice nurse, or a physician's assistant which includes information regarding the student's seizure history and treatment. The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student provided the parent of the student annually provides to the Board written authorization for the provision of epilepsy or seizure disorder care. These plans shall be updated annually by the school nurse. The new statutes require the school district to coordinate epilepsy and seizure disorder care at school and ensure that all staff are trained in the care of students with epilepsy and seizure disorder, including staff working with school-sponsored

programs outside the regular school day. School bus drivers, contracted and district-employed, shall be provided notice and information if they are transporting a student with epilepsy or a seizure disorder. New Policy and Regulation Guides 5330.05 have been developed to address the requirements of the new statutes and the school district's responsibility in caring for students with epilepsy and seizure disorders. These new statutes and the requirements of the law are effective for the 2020-2021 school year. Policy and Regulation Guides 5330.05 are mandated for all school districts.

Policy Guide 5330.05 is MANDATED

Regulation Guide 5330.05 is MANDATED

P 6440 – Cooperative Purchasing (M) Revised

Policy Guide 6440 has been revised to reflect changes in N.J.A.C. 5:34-7 et seq. that governs Public School Contracts Law - Cooperative Purchasing and N.J.S.A. 18A:18A-11 that governs joint purchases by school districts. Policy Guide 6440 has been revised to include updated definitions for "lead agency", "registered members", "cooperative purchasing system", and "joint purchasing system". Language has been removed from this Policy Guide that was redundant. Two legal cites that were no longer accurate have been updated. Policy Guide 6440 is now mandated due to these statutory requirements.

Policy Guide 6440 is MANDATED

P 6470.01 – Electronic Funds Transfer and Claimant Certification (M) (New)

R 6470.01 – Electronic Funds Transfer and Claimant Certification (M) (New)

The New Jersey Department of Community Affairs (DCA) recently published Local Finance Notice, LFN 2018-13, providing guidance to public entities, including Boards of Education and Charter School Boards, on the use of electronic funds transfer (EFT) for payment of claims electronically. Updated administrative code N.J.A.C. 5:30-9A et seq. and N.J.A.C. 5:31-4 implementing N.J.S.A. 40A:5-16.5 provide the details for a school district and charter school using an EFT technology for payment of claims electronically in lieu of paper checks.

School districts and charter schools operate under the provisions of N.J.S.A. 18A, but several provisions of the recently revised EFT administrative code for other public entities are available to school districts and charter schools. These provisions are outlined in the administrative code and LFN 2018-13. New Policy and Regulation Guides 6470.01 have been developed for school districts and charter schools that want to use EFTs for payment of claims. School districts and charter schools are not required to use EFTs for payment of claims, but N.J.S.A. 40A:5-16.5.a requires a Policy and Regulation for school districts and charter schools that decide to use EFTs for the payment of claims. Below is a summary of the provisions in the statute, administrative code, and LFN.

N.J.S.A. 40A:5-16.5.b requires a policy specify the EFT methods that may be used to electronically pay claims. Policy and Regulation Guides 6470.01 indicate the EFT methods will be only those permitted by statute and code, which currently include wire transfers, e-checks, and automated clearing house (ACH) transfers.

The statute and administrative code require the School Business Administrator/Board Secretary, as the Chief Financial Officer, to be responsible for the oversight and administration of the policy and to document and implement internal controls to mitigate the potential for fraud and abuse.

The statute and administrative code require adequate segregation of duties between the initiation, authorization, and review functions associated with EFTs. Policy Guide 6470.01 assigns initiation of an EFT payment to the School Business Administrator/Board Secretary and the authorization to pay

the claim using an EFT method to the Superintendent or a designee not under the direct supervision of the School Business Administrator/Board Secretary.

The statute and administrative code require the School Business Administrator/Board Secretary, as the Chief Financial Officer, prepare EFT Activity Reports to be reviewed by an employee or non-employee (i.e. school auditor, accountant, Board President) on at least a weekly basis. Policy and Regulation Guides 6470.01 require these Activity Reports be provided to the Board at the first regular monthly Board meeting following the EFT transaction. The administrative code and LFN require these Activity Reports be maintained for audit. Board approval of the expenditures included on the weekly Activity Reports is not required because the EFT transaction only addresses the payment process after the Board has previously approved the payment of the claim on the bill list.

The LFN and Policy and Regulation Guides 6470.01 require all EFT transactions be reconciled with bank statements and accounting records on a monthly basis.

The LFN indicates several EFT options available to other governmental units are not available to school districts. The LFN indicates automated debits, payment services, procurement cards, bank charge cards, and charge cards issued by a specific vendor are not authorized for use by a Board of Education as indicated in the LFN and pursuant to law.

The LFN indicates the Board should annually, at its reorganization meeting, approve the individuals with EFT responsibilities. Therefore, for Boards of Education the following individuals, with responsibilities outlined below, must be approved by the Board:

1. School Business Administrator/Board Secretary - Shall be responsible to initiate a claim for payment using an EFT method that has been approved in accordance with the N.J.S.A. 18A:19-1 et seq. and Policy and Regulation 6470.01 and to make the payment once authorization is granted.
2. The Superintendent of Schools or the Superintendent's designee not under the direct supervision of the School Business Administrator/Board Secretary - Shall be responsible to review and authorize, in writing, the EFT payment of claim using an EFT technology that was initiated and presented by the School Business Administrator/Board Secretary.
3. An employee, non-employee, Board President, or other individual who is not under the direct supervision of the School Business Administrator/Board Secretary - Shall be responsible to review all EFT weekly Activity Reports on all EFT-based transactions.

Payment of claims using an EFT technology must strictly comply with statutes, administrative code, the LFN, and Policy and Regulation Guides 6470.01. A Board of Education that is considering the adoption of this Policy and Regulation should review N.J.A.C. 5:30-9A and 5:31-4 implementing N.J.S.A. 40A:5-16.5, the DCA's LFN 2018-13, and Policy and Regulation Guides 6470.01 with their Board auditor. These Policy and Regulation Guides should not be adopted by a Board of Education that does not want to permit EFT transactions for the payment of claims. However, Policy and Regulation Guides 6470.01 are mandated and must be adopted by a Board of Education to permit the use of EFT transactions for the payment of claims.

Policy Guide 6470.01 is MANDATED
Regulation Guide 6470.01 is MANDATED

P 7440 – School District Security (M) (Revised)
R 7440 – School District Security (M) (Revised)

P.L. 2019, c. 478 was passed and is effective for the 2020-2021 school year. The new law was codified at N.J.S.A. 18A:41-14 and requires school districts to annually conduct a school safety audit for each school building in the district using a checklist developed by the New Jersey Office of Homeland Security and Preparedness. The district must submit the completed audit to the New

Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education. N.J.S.A. 18A:41-14 also outlines what is included on the checklist. Policy and Regulation Guides 7440 have been revised to address the new requirements outlined in N.J.S.A. 18A:41-14. Policy Guide 7440 has been revised to include language addressing the requirement the district annually conduct security audits in accordance with the new law. Regulation Guide 7440 has been revised to include a new section “H. Annual School Safety Audit for Each School Building” which thoroughly outlines the new law and the requirements for school districts. These Policy and Regulation Guides are mandated.

Policy Guide 7440 is MANDATED
Regulation Guide 7440 is MANDATED

P 7450 – Property Inventory (M) (Revised)

In accordance with the updated “Uniform Minimum Chart of Accounts for New Jersey Public Schools and Approved Private Schools for Students with Disabilities” 2020-2021 edition published by the New Jersey Department of Education (NJDOE), Policy Guide 7450 has been revised to more accurately reflect the definitions of “equipment” and “supply”. The revised Policy Guide also includes language from the NJDOE’s chart of accounts that states the Board will use the criteria outlined in the revised definitions to make distinctions when recording property inventory in the district. An outdated New Jersey administrative code cite was also removed. Policy Guide 7450 is now mandated in accordance with the “Uniform Minimum Chart of Accounts”.

Policy Guide 7450 is MANDATED

P 7510 – Use of School Facilities (M) (Revised)

R 7510 – Use of School Facilities (M) (Revised)

P.L. 2019, c. 480 was approved and is effective for the 2020-2021 school year. The new law revised N.J.S.A. 18A:41-7 and requires school districts ensure all persons who supervise youth programs that are not sponsored by the school district and operate a program in a school district building before or after hours, are provided with information and training on the school district’s practices and procedures on school safety and security, including non-confidential information on school building security drills, evacuation procedures, and emergency response protocols. It is the responsibility of the organization that sponsors the youth program to train the program’s employees and volunteers on school security and emergency procedures in the school building where the youth program is located. The organization shall submit a statement of assurance to the district indicating this training has been completed.

Policy and Regulation Guides 7510 have been revised to reflect the changes to N.J.S.A. 18A:41-7 and provides districts with language that is in compliance with the new mandates. Policy Guide 7510 has been revised to include a statement that the Board shall provide the safety and security information to the organization that sponsors the youth program in accordance with N.J.S.A. 18A:41-7. Regulation Guide 7510 has been revised to include a new section “G. Provision of Training on School Safety and Security” which thoroughly outlines the new requirements of the law.

Strauss Esmay recommends the plan the district provides to organizations that sponsor and host youth programs on school grounds be the district’s safety and security plan with all confidential information on school security drills, evacuation procedures, and emergency response protocols removed.

Most school districts have a locally-developed Use of School Facilities Policy and Regulation. If a district is not using Strauss Esmay’s Policy and Regulation Guides 7510, it is strongly recommended the N.J.S.A. 18A:41-7 provisions on school safety and security training be incorporated into the district’s current locally-developed Use of School Facilities Policy and Regulation. Due to the new

requirements mandated in N.J.S.A. 18A:41-7, Policy and Regulation Guides 7510 are now mandated.

Policy Guide 7510 is MANDATED
Regulation Guide 7510 is MANDATED

P 8420 – Emergency and Crisis Situations (M) (Revised)

P.L. 2019, c. 480 was approved and is effective for the 2020-2021 school year. The new law revised N.J.S.A. 18A:41-7 and requires school districts to ensure that individuals employed in the school district in a substitute capacity are provided with information and training on the school district's practices and procedures on school safety and security. The revision to the statute requires the substitute employee be trained in instruction on school security drills, evacuation procedures, and emergency response protocols. Strauss Esmay has revised Policy Guide 8420 to include the new language in N.J.S.A. 18A:41-7 regarding substitute employees. Policy Guide 8420 is mandated.

Policy Guide 8420 is MANDATED

P 8561 – Procurement Procedures for School Nutrition Programs (M) (Revised)

The New Jersey Department of Agriculture (NJDA) has been conducting audits of school districts to verify compliance with the new Federal regulations regarding procurement procedures for the United States Department of Agriculture's (USDA) School Nutrition Programs. Strauss Esmay worked with the first school district in the State audited under these new requirements and the NJDA to develop Policy Guide 8561 to ensure compliance with the USDA's new regulations. Policy Guide 8561 was provided to school districts in Policy Alert 215 - April 2018 and revised in Policy Alert 216 - July 2018 to include minor revisions released by the NJDA. Strauss Esmay also revised the "Federal Funds Procurement Method Selection Chart" in the Appendix in January 2019 after there were additional revisions announced by the NJDA.

Strauss Esmay was notified by the NJDA that their model policy, which was the basis for Strauss Esmay's Policy Guide 8561, was revised in August 2020. We have included these revisions in Policy Guide 8561 to be in compliance with the NJDA's guidance.

Please be advised the NJDA has requested general procurement questions be directed to Emma Davis-Kovacs at (609) 984-1438 or emma.davis-kovacs@ag.nj.gov. Questions specifically dealing with food service management company (FSMC) contracts should be directed to Nani Lepicard at (609) 984-0698 or nani.lepicard@ag.nj.gov.

School districts participating in any USDA School Nutrition Program, either self-operated or with a FSMC, are required to adopt Policy Guide 8561 making Policy Guide 8561 mandated for those school districts. School districts not participating in a USDA School Nutrition Program are not required to adopt this Policy Guide.

Policy Guide 8561 is MANDATED

NEW POLICIES AND REVISED POLICIES AND REGULATIONS
FIRST 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

MAUREEN ALEXANDER, Middle School teacher effective February 16, 2021.

ROSEMARY DOUGHERTY, Pupil Personnel Services learning disabilities teacher consultant effective February 1, 2021.

JENNIFER NOONE, Gregory School teacher, effective February 1, 2021.

CHARLES PFEISTER, District Computer Network Manager effective February 22, 2021.

DIANE WARTMANN, A.A. Anastasia School teacher effective February 22, 2021.

FAMILY/MEDICAL LEAVE OF ABSENCE USING SICK DAYS

LOUISE BERRYHILL, Middle School secretary from March 9, 2021 to March 22, 2021.

RICHARD BUNCE, Transportation bus driver from January 4, 2021 to March 2, 2021.

BETSY CALLAGHAN, Lenna W. Conrow School student advisor from January 21, 2021 to January 25, 2021.

CHARLES CONDONE, High School corridor aide from February 16, 2021 to February 23, 2021.

ALVIN FREEMAN Ed.D., Assistant Superintendent of Schools, from February 1, 2021 to May 1, 2021.

BARBARA GREELY, Morris Avenue School instructional assistant from January 22, 2021 to February 26, 2021.

CARI GREENWOOD, Gregory School teacher from April 26, 2021 to June 18, 2021.

RODOLFO ITZOL SR, Middle School custodian from January 5, 2021 to April 14, 2021.

KATIE MARX, George L. Catrambone School teacher from April 26, 2021 to June 18, 2021.

RAUL PACHECO, Middle School corridor aide from January 4, 2021 to January 19, 2021.

COLLEEN PARTENOPE, Middle School teacher from April 12, 2021 to April 23, 2021.

DANA SWITAY, High School teacher from May 3, 2021 to May 31, 2021.

ELSA VILLALOBOS, High School instructional assistant from December 14, 2020 to December 16, 2020.

DIANE WARTMANN, A.A. Anastasia School teacher from January 29, 2021 to February 19, 2021.

FAMILY/MEDICAL LEAVE OF ABSENCE USING URGENT BUSINESS DAYS

LOUISE BERRYHILL, Middle School secretary for March 23, 2021 to March 24, 2021.

RICHARD BUNCE, Transportation bus driver from March 3, 2021 to March 5, 2021.

CHARLES CONDONE, High School corridor aide for February 24, 2021.

RODOLFO ITZOL SR, Middle School custodian for April 15, 2021 and April 16, 2021.

RAUL PACHECO, Middle School corridor aide for January 20, 2021 and January 21, 2021.

COLLEEN PARTENOPE, Middle School teacher from April 24, 2021 to April 27, 2021.

DANA SWITAY, High School teacher for June 1, 2021 and June 2, 2021.

ELSA VILLALOBOS, High School instructional assistant for December 17, 2020 and December 18, 2020.

FAMILY/MEDICAL LEAVE OF ABSENCE USING VACATION DAYS DAYS

LOUISE BERRYHILL, Middle School secretary from March 25, 2021 to March 29, 2021.

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

LOUISE BERRYHILL, Middle School secretary for March 30, 2021.

FAMILY/MEDICAL LEAVE OF ABSENCE USING MINUS SUB PAY DAYS

LOUISE BERRYHILL, Middle School secretary from March 31, 2021 to April 13, 2021.

RICHARD BUNCE, Transportation bus driver from March 8, 2021 to March 19, 2021.

BETSY CALLAGHAN, Lenna W. Conrow School student advisor from January 26, 2021 to February 8, 2021.

CHARLES CONDONE, High School corridor aide for February 25, 2021 to March 10, 2021.

RAUL PACHECO, Middle School corridor aide from January 22, 2021 to February 4, 2021.

COLLEEN PARTENOPE, Middle School teacher from April 28, 2021 to June 18, 2021.

ELSA VILLALOBOS, High School instructional assistant from December 19, 2020 to January 13, 2021.

FAMILY/MEDICAL LEAVE OF ABSENCE USING UNPAID DAYS

LOUISE BERRYHILL, Middle School secretary from April 14, 2021 to May 31, 2021.

DANA SWITAY, High School teacher from June 3, 2021 to June 18, 2021.

PERSONAL LEAVE OF ABSENCE USING UNPAID DAYS

JESSICA RODRIGUEZ, Morris Avenue School instructional assistant from March 1, 2021 to May 21, 2021.

REQUEST TO EXTEND FAMILY/MEDICAL LEAVE OF ABSENCE USING SICK DAYS

PATRICIA BRUCKNER, Gregory School teacher from March 10, 2021 to June 1, 2021.

VIRGINIA FELDMAN, Gregory School instructional assistant from April 1, 2021 to May 14, 2021.

ANTHONY MAGLIARO, Middle School teacher from January 4, 2021 to April 12, 2021.

REQUEST TO EXTEND FAMILY/MEDICAL LEAVE OF ABSENCE USING URGENT BUSINESS DAYS

PATRICIA BRUCKNER, Gregory School teacher for June 2, 2021 and June 3, 2021.

VIRGINIA FELDMAN, Gregory School instructional assistant from May 17, 2021 to May 19, 2021.

ANTHONY MAGLIARO, Middle School teacher from April 13, 2021 to April 15, 2021.

REQUEST TO EXTEND FAMILY/MEDICAL LEAVE OF ABSENCE USING MINUS SUB PAY DAYS

VIRGINIA FELDMAN, Gregory School instructional assistant from May 20, 2021 to May 31, 2021.

ANTHONY MAGLIARO, Middle School teacher from April 16, 2021 to April 29, 2021.

TERESA MORRISSEY, Joseph M. Ferraina teacher from January 4, 2021 to January 15, 2021.

REQUEST TO EXTEND FAMILY/MEDICAL LEAVE OF ABSENCE USING UNPAID DAYS

COLLEEN ALCOTT, High School media specialist, from January 29, 2021 to April 1, 2021.

ANTHONY MAGLIARO, Middle School teacher for April 30, 2021.

TERESA MORRISSEY, Joseph M. Ferraina teacher from January 19, 2021 to April 9, 2021.

CHERYL STAVOLA, Middle School teacher from March 9, 2021 to June 18, 2021.

Monthly HIB Report

Reporting Period - January 22, 2021 - February 24, 2021

Summary

Total: One (1) HIB investigations, zero (0) confirmed

High School

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

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

ID#: 90850024

Learn Well

PHP: 30 days at a rate of \$55.50 per hour, 10 hours per week = \$2,220.00

ID#: 20226795

Learn Well

PHP: 30 days at a rate of \$55.50 per hour, 10 hours per week = \$2,220.00

ID#: 90850076

Learn Well

PHP: 30 days at a rate of \$55.50 per hour, 10 hours per week = \$2,220.00

ID#: 90850086

Learn Well

PHP: 30 days at a rate of \$55.50 per hour, 10 hours per week = \$2,220.00

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

ID#: 90850024

ID#: 20226795

ID#: 90850086

ID#: 90850076