

**FREEHOLD TOWNSHIP BOARD OF EDUCATION**  
**March 27, 2018**  
**Regular Meeting Agenda**

***The mission of the Freehold Township Schools, in partnership with our community, is to prepare all students to be responsible citizens and life long learners.***

The Freehold Township Board of Education meets, as a whole, on the second and fourth Tuesday of each month. There are three committees of the board that meet before the first board meeting of the month to review issues specific to each committee's charge and a report is presented at the next board meeting. Each committee spends many hours reviewing recommendations and agenda items. Items are placed on this agenda as a recommendation for full board approval by each committee.

I. Call to Order

II. Opening Statement

"A notice listing the time, date and place of this meeting was posted on the public bulletin board of all Freehold Township Schools, on the entrance door to the Administrative Offices of the Board of Education, on the district website, at the Office of the Freehold Township Clerk, published in the Asbury Park Press on January 10, 2018, and sent to the News Transcript on January 8, 2018."

III. Pledge of Allegiance

IV. Roll Call

V. Executive Session

**WHEREAS**, pursuant to N.J.S.A. 10:4-12 (b), the Board of Education may exclude the public from that portion of a public meeting at which the board discusses any of the matters described at N.J.S.A. 10:4-12 (b) (1)-(9);

**NOW, THEREFORE, BE IT RESOLVED** that in accordance with the provisions of the Open Public Meeting Act ("Act"), the Board of Education shall conduct a closed session pursuant to the Personnel and Legal exception(s) prescribed by N.J.S.A. 10:4-12 for the purpose of discussing the following matter(s):

- Matters rendered confidential by state or federal law
- Personnel
- Appointment of a public official
- Matters covered by the attorney-client privilege
- Pending or anticipated litigation
- Pending or anticipated contract negotiations
- Protection of the safety or property of the public  
School Security
- Matters which would constitute an unwarranted invasion of privacy
- Matters in which the release of information would impair a right to receive funds from the United States Government
- Matters concerning collective negotiations and/or the negotiations of terms and conditions of employment of employees of the Board of Education
- Possible imposition of a civil penalty or suspension

It is anticipated that the length of time of this executive session will be 30 minutes, and that action may be taken in public after the executive session.

- VI. Approval of Minutes
  - March 13, 2018 Regular and Executive Meeting Minutes
- VII. Communications
- VIII. President's Remarks
- IX. Administrative Report
  - Bullying Investigation Report
  - Health Insurance Broker
  - Budget
- X. Public Participation – Agenda topics only
- XI. Board Reports and Actions

**A. Personnel/Policies/Communications Committee – Michael Amoroso, Chairperson  
Committee Members: Elena O'Sullivan, Michelle Lambert  
Administrative Liaison: Neal Dickstein**

COMMITTEE REPORT

BULLYING INVESTIGATION REPORT

1. The Superintendent recommends approval to accept the bullying investigation reports received from March 9, 2018 through March 23, 2018.

RETIREMENT

2. The Superintendent recommends approval to accept the resignation for retirement purposes of the following staff member:

NAME: Laura Collins  
 POSITION: Teacher – Barkalow Middle School  
 POSITION CONTROL #: 1103-023-IS-003  
 ACCOUNT #: 11-130-100-101-10-000  
 EFFECTIVE: June 30, 2018

NEW EMPLOYMENT

3. The Superintendent recommends approval to issue a contract to the following staff members for the 2017-2018 school year. All employments are recommended pending State Department of Education approval of emergent employment for a period not to exceed 3 months pending completion of the criminal history background check as per NJSA 18A:6-7 et seq; 39-17 et seq; 6-4.13 et seq.

NAME: Frank Favale  
 POSITION: Part Time Custodian (.4) – Errickson Elem. School  
 SALARY: \$15,977.60 GUIDE: Custodian STEP: 1  
 ACCOUNT #: 11-000-262-100-10-000  
 EFFECTIVE: March 28, 2018 through June 30, 2018

RESCIND OFFER OF EMPLOYMENT

4. The Superintendent recommends rescinding the offer of employment to the following staff member for the 2017-2018 school year:

NAME: Chelah Cesar  
 POSITION: Replacement Teacher –Donovan Elementary School  
 SALARY: \$56,082.00 GUIDE: C STEP: 2  
 ACCOUNT #: 11-240-100-101-10-000-026  
 EFFECTIVE: March 19, 2018 through June 30, 2018

## ADJUST START DATE

5. The Superintendent recommends approval to adjust the start date of the following staff member for the 2017-2018 school year:

NAME: Vincent Balestrieri  
 POSITION: Replacement School Psychologist  
 SALARY: \$76,408.00 GUIDE: G STEP: 8  
 ACCOUNT #: 11-000-219-104-10-000-026  
 FROM: May 14, 2018 through June 30, 2019  
 TO: May 15, 2018 through June 30, 2019

## LEAVES OF ABSENCE

6. The Superintendent recommends approving the following leave of absence of the following staff member for the 2017-2018 school year:

NAME: Leah Curatolo  
 POSITION: Teacher of the Deaf – District  
 POSITION CONTROL #: 2405-023-IS-004  
 ACCOUNT #: 11-000-217-100-10-000  
 UNPD NJ/FED FMLA: April 10, 2018 through June 22, 2018  
 UNPD LEAVE: June 23, 2018 through June 30, 2018

## ADDITIONAL COMPENSATION

7. The Superintendent recommends approving a stipend for the following staff member for the 2017-2018 school year:

NAME: Thomas Smith  
 POSITION: Interim Principal – Barkalow Middle School  
 SALARY: \$100.00 per day stipend  
 EFFECTIVE: April 9, 2018 through May 11, 2018

## JOB DESCRIPTION

8. The Superintendent recommends approval of the following job description:

**SCHOOL COUNSELOR T.1. CERTIFIED  
 QUALIFICATIONS**

1. Holds a valid School Counselor certificate or Student Personnel Services certificate from the New Jersey Department of Education
2. Masters Degree from an accredited college or university

**REPORTS TO:** Building Principal and Assistant Superintendent

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Provide individual and group counseling opportunities for students.
2. Ensure that district procedures are followed in the generation of student referrals to the Child Study Team, including gathering data and obtaining appropriate signatures.
3. Coordinates Intervention and Referral Services Process, including facilitating requests for assistance, acting as chairperson for the meetings, communicating with parents, generating personalized interventions, maintaining action plans, monitoring implementation of interventions, and maintaining a log of students served through this process.
4. Develop an understanding of the school curriculum and communicate that information to students, parents, and faculty.

5. Share and interpret individual student data to staff members as permitted by student records law and code.
6. Maintain a current list of sources for faculty and parents for personal, social, and educational assistance.
7. Assist teachers, administrators, and parents in understanding individual academic, behavioral and social/emotional differences of students.
8. Coordinate the gathering of information and make recommendations for student placement to building administrators.
9. Coordinate and assist in the registration and course selection for eighth grade graduates entering high school.
10. Accumulate for the purpose of educational decision making meaningful student information through student, parent and teacher conferences, standardized test scores, academic records, and any other personal data.
11. Coordinate state assessments as the School Testing Coordinator.
12. Act as Anti Bullying Coordinator and chair School Safety Team.
13. Facilitate the reporting and investigation process for incidents of harassment, intimidation and bullying.
14. Conduct training for staff and students in anti bullying strategies.
15. Coordinate the threat assessment process with students as necessary.
16. Provide a list of appropriate agencies for parents needing assistance or crisis intervention.
17. Develop 504 plans according to district procedures.
18. Plan and conduct activities to assist students in their transition from grade to grade in the middle school.
19. Promote the School Counseling program by maintaining high visibility, conducting classroom lessons on character education and bullying related topics, planning assemblies and events, etc.
20. Assist administration in the development of the building master schedule including the incorporation of individual student needs.
21. Produce individual schedule changes during the year and generate quarterly class lists.
22. Maintain pupil records for students including 504 plans, HIB forms and Fit to Return forms..
23. Assist teachers and administrators in the analysis of standardized test scores.
24. Keep current on effective school counseling practices.
25. Performs other duties that are within the scope of employment and certification that may be assigned by building or central administration.

#### Middle School Specific

1. Coordinate and monitor the work of the Guidance Secretary.
2. Coordinate and assist in the registration and course selection for eighth grade students entering high school.
3. Plan and conduct an orientation program for students and parents entering middle school.

#### **TERMS OF EMPLOYMENT:**

Ten months per year elementary school

Eleven months per year middle school

**EVALUATION:** According to N.J.S.A.18A, N.J.A.C. Title 6, and Freehold Township Board of Education Policy

#### ABOLISH JOB DESCRIPTION

9. The Superintendent recommends approval to abolish job description T.1.a Elementary Guidance Counselor.

RATIFYING-MONITORS

10. The Superintendent recommends ratifying the following staff members to serve as district monitors at the district’s monitoring rate for the 2017-2018 school year:

Jacqueline Rapisarda	Kathryn Pringle
Irena Gazzillo	Karen Rieg

RATIFYING-CLASS COVERAGE

11. The Superintendent recommends ratifying the following staff members to provide coverage for classes during the regular school day during their prep at the contracted curriculum rate, as needed:

Nina Codispoti

HONORARIA

12. The Superintendent recommends approval for the following honoraria for the 2017-2018 school year:

Social Skills Program	Kathleen Pascale	\$1000
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VOLUNTEER

13. The Superintendent recommends approval for the following volunteer for the 2017-2018 school year:

Paul Grasso – Eisenhower Baseball

CERTIFIED SUBSTITUTES

14. The Superintendent recommends approval of the following persons to substitute for the eight schools in the district for the 2017-2018 school year at the established rates for certificated positions. All employments are recommended pending State Department of Education approval of emergent employment for a period not to exceed 3 months pending completion of the criminal history background check as per NJSA 18A:6-7.1 et seq,; 39-17 et seq.; 6-4.13 et seq.

Krista Ribas	Michelle DiSimone
Sandra Flannelly	Cynthia Pyzik
Christina Adidjaja	

SUPPORT STAFF SUBSTITUTES

15. The Superintendent recommends approval of the following persons to substitute for the eight schools in the district for the 2017-2018 school year at the established rates for non-certificated positions. All employments are recommended pending State Department of Education approval of emergent employment for a period not to exceed 3 months pending completion of the criminal history background check as per NJSA 18A:6-7.1 et seq,; 39-17 et seq.; 6-4.13 et seq.

<u>Teacher Assistant</u>	<u>Office Assistant</u>	<u>Lunchroom Assistant</u>
Krista Ribas	Krista Ribas	Krista Ribas
Michelle DiSimone	Michelle DiSimone	Michelle DiSimone
Sandra Flannelly	Sandra Flannelly	Sandra Flannelly
Heather Kodran	Heather Kodran	Heather Kodran
<u>Bus Driver</u>	<u>Bus Aide</u>	
Michelle Perricone	Michelle Perricone	
Richard Hanson	Kimberly Sebar	
	Gina Cordisco	

**B. Curriculum/Staff Development Committee – Mary Cozzolino, Chairperson  
Committee Members: Michael Matthews, Jason Levy  
Administrative Liaison: Pam Nathan**

COMMITTEE REPORT

HOME INSTRUCTION

1. The Superintendent recommends ratification for the following student to receive home instruction:

Student:	8068593110
Tutor:	Krista Hughes
Cost:	\$50/hour - not to exceed 10 hours per week
Start Date:	03/05/18
End Date:	TBD

COURSE APPROVAL

2. The Superintendent recommends approval of the following course requests for the 2018 Spring Semester and subsequent reimbursement after successful completion:

**STAFF MEMBER**

**COURSE TITLE**

**Caldwell University**

Robyn Klim

Internship of Superintendent's Program

**New Jersey Principals and Supervisors Association**

Robyn Klim

Leaders to Leaders Year 2

STUDENT TEACHER PLACEMENT

3. The Superintendent recommends approval of the following student teacher/practicum placement for the 2018-2019 school year:

<u>STUDENT</u>	<u>COOPERATING STAFF</u>	<u>DATES</u>
Gwendolynn Kirsten (TCNJ)	Kristina Zak	9/4/18-12/14/18

**C. Finance/Facilities/Transportation Committee – Jennifer Patten, Chairperson  
Committee Member: Daniel DiBlasio, Kay Holtz  
Administrative Liaison: Robert DeVita**

COMMITTEE REPORT

CERTIFICATION

1. Pursuant to N.J.A.C. 6A:23A-16.10(c)(3), the Board Secretary certifies that as of February 28, 2018, **NO** budgetary line item account has obligations and payments (contractual orders) which in the total exceed the amount appropriated by the Board of Education pursuant to N.J.A.C. 6A:22A-16.10(a), N.J.S.A. 18A:22-8 and 18A:22-8.1.

SECRETARY/TREASURER REPORTS

2. The Superintendent recommends acceptance of the Board Secretary's report for the month of February 2018 and the Treasurer's report for the month of February 2018.

Pursuant to N.J.A.C. 6A:23A-16.10(c)(4), we certify that as of February 28, 2018, the Board Secretary's monthly financial report (appropriations section) did not reflect an over expenditure in any of the major accounts or funds, and based on the

appropriation balances reflected on this report and the advice of the district officials, we have no reason to doubt that the district has sufficient funds to meet its financial obligations for the remainder of the fiscal year.

**BILLS & CLAIMS**

3. The Superintendent recommends approval of the following list of bills dated March 27, 2018, which have been reviewed and approved by a Board member:

	Machine Print Checks	Hand Checks	Total Bills
Current Expense (General)			
Current Expense	\$1,465,444.81	\$10,176.58	\$1,475,621.39
Capital Outlay	\$9,147.55		\$9,147.55
Education Job Fund			
Special Revenue	\$22,806.27		\$22,806.27
Capital Project			
Debt Service			
<b>Total Bills</b>	<b>\$1,497,398.63</b>	<b>\$10,176.58</b>	<b>\$1,507,575.21</b>

**TRANSFER**

4. The Superintendent recommends approval of the following transfer for the 2017-2018 school year:

<u>Amount</u>	<u>From</u>	<u>To</u>
\$900	11-000-252-500-06-000 Admin Tech Other Purch Svc.	11-000-230-530-06-000 Communications

**PAYROLL TRANSFERS**

5. The Superintendent recommends approval of the following payroll transfers for the 2017-2018 school year:

From		
11-000-217-100-10-000-	Salary, Extraordinary Services	\$26,374.02
11-000-219-104-10-000-000	Salary, CST	\$28,576.57
11-000-221-102-10-000-025	Salary, Curriculum	\$20,974.00
11-000-221-102-10-000-026	Salary, Curriculum	\$25,868.26
11-000-262-100-10-000-	Salary, Custodial	\$60,000.00
11-000-270-161-10-000-	Salary, Transportation SE	\$37,536.69
11-105-100-101-10-000-070	Salary, Pre-School RE	\$35,041.00
11-110-100-101-10-000-020	Salary, Kindergarten	\$52,786.65
11-130-100-101-10-000-023	Salary, Grades 6 - 8	\$42,813.90
11-130-100-101-10-000-024	Salary, Grades 6 - 8	\$42,548.90
11-190-100-106-10-000-021	Salary, Instructional Assistants	\$53,104.62
11-212-100-101-10-000-021	Salary, MD Teacher	\$87,352.71
11-212-100-101-14-000	Salary, MD ESY	<u>\$18,127.85</u>
		\$531,105.17

To

11-000-216-100-10-000-	Salary, OT, PT, Speech	\$62,694.77
11-000-263-100-10-000-	Salary, Grounds	\$124.80
11-000-270-107-11-000	Salary, Bus Aides Subs	\$13,788.81
11-000-270-160-10-000-	Salary, Bus Drivers RE	\$6,228.64
11-120-100-101-10-000-020	Salary, Grades 1-5	\$14,958.46
11-120-100-101-10-000-021	Salary, Grades 1-6	\$32,464.78
11-120-100-101-10-000-025	Salary, Grades 1-7	\$37,868.47
11-120-100-101-10-000-026	Salary, Grades 1-8	\$4,662.02
11-120-100-101-10-000-030	Salary, Grades 1-9	\$244,672.90
11-120-100-101-11-000	Salary, Subs Grades 1-5	\$49,408.65
11-204-100-106-11-000	Salary, LLD Aides Subs	\$5,995.80
11-212-100-106-10-000-021	Salary, MD Aides	\$1,116.19
11-213-100-106-10-000-020	Salary, Resource Room Aides	\$21,516.42
11-213-100-106-10-000-024	Salary, Resource Room Aides	\$26,134.43
11-216-100-106-10-000-070	Salary, Pre-School Aides	\$9,470.03
		<u>\$531,105.17</u>

## APPROVAL OF TRAVEL AND RELATED EXPENSES

6. The Superintendent recommends approval of the following travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23B as follows:

	NAME	TITLE	EVENT	DATES	AMOUNT
1	Dombrowski, Debbie	Speech Language Therapist	Transitioning from PECs to SGDs	4/24/18	\$100.00
2	Fossetta, Nancy	Speech Language Therapist	Transitioning from PECs to SGDs	4/24/18	\$100.00
3	Griffin, Janet	Media Specialist	Winners Judy Freeman	5/15/18	\$209.00
4	McKim, Christine	District ELA Supervisor	ASU GSV 2018	4/15/18 – 4/19/18	\$600.00
5	Reha, Stacey	Speech Language Therapist	Transitioning from PECs to SGDs	4/24/18	\$100.00
6	Tuccillo, Kimberly	Speech Language Therapist	Transitioning from PECs to SGDs	4/24/18	\$100.00
7	Turley, Steve	Maintenance	Master HVACR	5/9/18	\$110.00
8	Corrigan, Donna	LDT-C	How the Handbook Helps	5/11/18	\$103.00
9	Maher, Jennifer	School Psychologist	Eden Autism Princeton Lecture Series	4/19/18 – 4/20/18	\$130.00
10	Lawlor, Jennifer	LDT-C	How the Handbook Helps	5/11/18	\$103.00
11	Flinn, Kaitlin	BCBA	Adolescents and Adults with Autism	4/20/18	\$75.00
12	Strazzella, Sarah	Special Education Teacher	Oppositional, Defiant & Disruptive Children & Adolescents	4/19/18	\$119.99
13	Sharma, Richa	School Psychologist	Princeton Lecture Series	4/19/18	\$90.00
14	DeVita, Robert	School Business Administrator	Preparing for the Audit	4/17/18	\$136.00
15	Abuawad, Amnah	General Ledger Accountant	Preparing for the Audit	4/17/18	\$136.00



DISPOSAL

7. The Superintendent recommends disposal of the following items which are broken and no longer used for educational purposes:
  1. Dwight D. Eisenhower Middle School  
Kiln by LL Kilns  
Model # JD2927  
Serial # 121102-F  
Inventory # 007572
  2. Marshall W. Errickson Elementary School  
Wheelchair

CHANGE ORDER

8. The Superintendent recommends approval of a deduction change order for the HVAC Replacement at Marshall W. Errickson Elementary School in the amount of \$24,678. This is due to a credit for unused allowances.

ADOPTION OF THE TENTATIVE BUDGET FOR 2018-2019

9. The Superintendent recommends approval to adopt the tentative budget for 2018-2019:

**Capital Reserve Withdrawal – Other Capital Projects**

RESOLVED that included in budget line 620, Budgeted Withdrawal from Capital Projects – Excess Cost & Other Capital Projects, is \$1,525,684 for other capital projects cost. The district intends to utilize these funds for the following projects:

School	Description	Project #	Amount
JJ Catena	HVAC Controls Replacement	TBD	\$306,000
CR Applegate	Multi-Zone HVAC Replacement	TBD	\$969,479
MW Errickson	Multi-Zone HVAC Replacement	TBD	\$250,205
		Total	\$1,525,684

BE IT RESOLVED that the tentative budget be approved for the 2018-2019 School Year using the 2018-2019 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

<b>2018-19 Total Expenditures</b>	\$77,148,264	\$1,021,810	\$3,440,700	\$81,610,774
<b>Less: Anticipated Revenues</b>	<u>\$10,505,775</u>	<u>\$1,021,810</u>	<u>\$38,168</u>	<u>\$11,565,753</u>
<b>Taxes to be Raised</b>	<u>\$66,642,489</u>	<u>\$0</u>	<u>\$3,402,532</u>	<u>\$70,045,021</u>

And to advertise said tentative budget in the Asbury Park Press in accordance with the form required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Freehold Township Board of Education, 384 West Main Street, Freehold, New Jersey on April 24, 2018 at 8:00 pm for the purpose of conducting a public hearing on the budget for the 2018-2019 School Year.

**Travel and Related Expense Reimbursement  
2018-2019**

WHEREAS, the Freehold Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.2 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, the Freehold Township Board of Education established \$125,000.00 as the maximum travel amount for the current school year and has expended \$34,005.74, as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23A-7.3, to a maximum expenditure of \$125,000.00 for all staff and board members for the 2018-2019 school year.

**SETTLEMENT AGREEMENT**

10. The Superintendent recommends approval of the following settlement agreement:

OAL Docket EDS-18375-2017  
OAL Docket EDS-18376-2017

- XII. Old Business
- XIII. New Business
- XIV. President's Remarks
- XV. Public Participation – any topic

XVI. Executive Session

**WHEREAS**, pursuant to N.J.S.A. 10:4-12 (b), the Board of Education may exclude the public from that portion of a public meeting at which the board discusses any of the matters described at N.J.S.A. 10:4-12 (b) (1)-(9);

**NOW, THEREFORE, BE IT RESOLVED** that in accordance with the provisions of the Open Public Meeting Act ("Act"), the Board of Education shall conduct a closed session pursuant to the Personnel and Legal exception(s) prescribed by N.J.S.A. 10:4-12 for the purpose of discussing the following matter(s):

- Matters rendered confidential by state or federal law
- Personnel
  - Payroll
- Appointment of a public official
- Matters covered by the attorney-client privilege
- Pending or anticipated litigation
- Pending or anticipated contract negotiations
- Protection of the safety or property of the public
- Matters which would constitute an unwarranted invasion of privacy
- Matters in which the release of information would impair a right to receive funds from the United States Government
- Matters concerning collective negotiations and/or the negotiations of terms and conditions of employment of employees of the Board of Education
- Possible imposition of a civil penalty or suspension

It is anticipated that the length of time of this executive session will be 30 minutes, and that action will not be taken in public after the executive session.

**BE IT FURTHER RESOLVED** that said discussion may be disclosed to the public when reasons for discussing and acting upon it in closed session no longer exist.

XVII. Adjournment

On motion of \_\_\_\_\_ and seconded by \_\_\_\_\_, the meeting adjourned at \_\_\_\_\_ p.m.