

FREEHOLD TOWNSHIP BOARD OF EDUCATION
February 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. Approval of Minutes

February 13, 2018 Regular Meeting Minutes

February 20, 2018 Budget Workshop Meeting and Executive Session Meeting Minutes

VI. Communications

VII. President's Remarks

VIII. Administrative Report

Bullying Investigation Report

Full Day Preschool Presentation

Payroll Audit Presentation

IX. Public Participation

X. 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 February 9, 2018 through February 23, 2018

CREATION OF POSITION

2. The Superintendent recommends approval to create the following position effective February 28, 2018:

One Teacher Assistant

NEW EMPLOYMENT

3. The Superintendent recommends approval to issue a contract to the following staff member 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: Cinzia Cioffi
 POSITION: Teacher Assistant – Early Childhood Learning Center
 SALARY: \$26,624.00 GUIDE: TA STEP: 1
 ACCOUNT #: 11-216-100-106-10-000-070
 EFFECTIVE: February 28, 2018 through June 30, 2018

4. The Superintendent recommends ratifying approval to issue a contract to the following staff member 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: Susan Powers
 POSITION: Van Attendant (red circle run)
 SALARY: \$9,367.00
 ACCOUNT #: 11-000-270-107-10-000
 EFFECTIVE: February 21, 2018 through June 30, 2018

CHANGE OF ASSIGNMENT/
SALARY ADJUSTMENT

5. The Superintendent recommends approval of the following change of assignment/salary adjustment for the 2017-2018 school year:

NAME: Stanley Hirschhorn
 FROM: Custodian (.4) – Errickson Elementary School
 TO: Lead Custodian – Errickson Elementary School
 SALARY: \$49,000.00
 ACCOUNT #: 11-000-262-100-10-000
 EFFECTIVE: February 28, 2018 through June 30, 2018

TEMPORARY CHANGE OF ASSIGNMENT
SALARY ADJUSTMENT

6. The Superintendent recommends the following temporary change of assignment/salary adjustment for the 2017-2018 school year:

NAME: Eileen Ross
 FROM: Lunchroom Asst. (3 hours/day) – West Freehold School
 TO: Lunchroom Asst. (3.92 hours/day) – West Freehold School
 EFFECTIVE: April 9, 2018 – June 30, 2018

TRANSFER OF ASSIGNMENT

7. The Superintendent recommends the following transfer of assignment for the 2017-2018 school year:

NAME: Marie Costantino
 FROM: Lunchroom Assistant – Donovan Elementary School
 TO: Lunchroom Assistant – Errickson Elementary School
 ACCOUNT #: 11-000-262-107-10-000
 EFFECTIVE: February 28, 2018 through June 30, 2018

LEAVES OF ABSENCE

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

| | |
|-------------------------|------------------------------------|
| NAME: | Stephanie Whirledge |
| POSITION: | Teacher – Eisenhower Middle School |
| POSITION CONTROL #: | 2405-024-IS-011 |
| ACCOUNT #: | 11-213-100-101-10-000-024 |
| UNPD NJ/FED FMLA LEAVE: | March 8, 2018 through May 30, 2018 |

9. The Superintendent recommends adjusting the leaves of absence of the following staff members for the 2017-2018 school year:

- | | | |
|----|------------------------|---|
| 1. | NAME: | Elizabeth Evangelista |
| | POSITION: | Teacher Assistant – West Freehold School |
| | POSITION CONTROL #: | 9101-030-TA-03 |
| | ACCOUNT #: | 11-204-100-106-10-000-030 |
| | FROM UNPD LEAVE: | February 8, 2018 through March 8, 2018 |
| | TO UNPD LEAVE: | February 7, 2018 through March 8, 2018 |
| 2. | NAME: | Ashley Frederick |
| | POSITION: | Teacher – West Freehold Elementary School |
| | POSITION CONTROL #: | 1001-030-IS-010 |
| | ACCOUNT #: | 11-213-100-101-10-000-030 |
| | FROM UNPD NJ/FED FMLA: | March 20, 2018 through June 30, 2018 |
| | TO UNPD LEAVE: | March 20, 2018 through June 30, 2018 |

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

| | |
|----------------------|-------------------------------|
| NAME: | Cheryl Dailey |
| POSITION: | Van Attendant |
| POSITION CONTROL #: | 9400-000-PROSER-53 |
| ACCOUNT #: | 11-000-270-107-10-000 |
| UNPD FED FMLA LEAVE: | February 16, 2018 through TBD |

11. The Superintendent recommends approving an intermittent leave of absence for the following staff member, on an as needed basis with notice in advance if possible, in accordance with the New Jersey Family Leave Act/FED FMLA:

| | |
|---------------------|---|
| NAME: | Corey Massato |
| POSITION: | Secretary – Child Study Team |
| POSITION CONTROL #: | 9300-000-SEC-03 |
| ACCOUNT #: | 11-000-219-105-10-000 |
| EFFECTIVE: | February 28, 2018 through June 30, 2018 |

RATIFYING-MONITORS

12. 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:

Alice Gonzalez
 Mary Weiss
 Tami Moss
 Lauren Sherman

STUDENT MENTOR

13. The Superintendent recommends ratifying the following staff member to serve as a student mentor at the Barkalow Middle School for a total of 200 hours at the district's curriculum rate for the 2017-2018 school year:

Lisa Tamimi

TRACK OFFICIAL

14. The Superintendent recommend the following staff member to serve as a track official for the 2018 Spring Track season at the rate of \$60 per track meet:

Michael DelGaldo

CURRICULUM COMMITTEE

15. The Superintendent recommends approval of the following staff members to work on a curriculum committee at the contracted hourly rate.

4th Grade ELA/SS Integrated PBL – Maximum 30 hours each at the curriculum rate

- Natalie Levine
- Deborah Wilson

PTO HONORARIA

16. The Superintendent recommends approval of the following PTO honoraria for the 2017-2018 school year:

| NAME | ACTIVITY | SCHOOL | AMOUNT |
|------------------|-------------------|---------------|---------------|
| Jesse Ryan | Spring Basketball | DDES | \$1,000.00 |
| Stephanie Curcic | Baking Club | DDES | \$1,000.00 |
| Karen Rieg | Mural Makers | DDES | \$1,000.00 |
| Bridgid Logan | Gardening Club | DDES | \$1,000.00 |
| Kevin Summonte | Running Club | JJC | \$1,000.00 |
| Catherine Creech | Robotics Club | JJC | \$2,000.00 |

ESEA TITLE II GRANT

17. The Superintendent recommends approval to charge the following 2017-2018 salary amounts to the ESEA Title II 2018 grant:

| NAME | AMOUNT | PERCENTAGE | ACCOUNT NUMBER |
|-----------------------|---------------|-------------------|---------------------------|
| Drinkuth, Cheryl | \$1,041.60 | 100% | 20-270-100-100-45-000-021 |
| Pearce, Laurie | \$1,197.84 | 100% | 20-270-100-100-45-000-020 |
| Levine, Natalie | \$ 781.20 | 100% | 20-270-100-100-45-000-030 |
| Strazzella, Sarah | \$ 833.28 | 100% | 20-270-100-100-45-000-028 |
| Martin, Jessica | \$1,015.56 | 100% | 20-270-100-100-45-000-025 |
| Gouveia, Mary | \$1,302.00 | 100% | 20-270-100-100-45-000-024 |
| Deseno, Amy | \$1,145.76 | 100% | 20-270-100-100-45-000-025 |
| Halligan, Ann | \$1,093.68 | 100% | 20-270-100-100-45-000-024 |
| Beeler, Nancy | \$1,041.60 | 100% | 20-270-100-100-45-000-024 |
| Hoskins, Karen | \$ 677.04 | 100% | 20-270-100-100-45-000-023 |
| Fitzpatrick, Kimberly | \$ 846.30 | 100% | 20-270-100-100-45-000-025 |
| Goldberg, Jessica | \$1,015.56 | 100% | 20-270-100-100-45-000-026 |
| Harmon, Jennifer | \$1,197.84 | 100% | 20-270-100-100-45-000-026 |
| McClish, Carla | \$ 208.32 | 100% | 20-270-100-100-45-000-026 |
| McClish, Carla | \$ 208.32 | 100% | 20-270-100-100-45-000-020 |

CERTIFIED SUBSTITUTES

18. 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.

| | |
|-----------------------|----------------|
| Casey Hanna | Danielle Verde |
| Parmita Handique | Marisa Casale |
| Tyler Jordan | Haley Meade |
| Karrienne Costagliola | |

SUPPORT STAFF SUBSTITUTES

19. 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> |
|--------------------------|-------------------------|----------------------------|
| Kenia Valentin | Kenia Valentin | Kenia Valentin |
| Danielle Verde | Danielle Verde | Danielle Verde |
| Parmita Handique | Parmita Handique | Parmita Handique |
| Marisa Casale | Marisa Casale | Marisa Casale |
| Tyler Jordan | Tyler Jordan | Tyler Jordan |
| Haley Meade | Haley Meade | Haley Meade |
| Karrienne Costagliola | Karrienne Costagliola | KarrienneCostagliola |

SECOND READING POLICY

20. The Superintendent recommends approval of the second reading of:

| | |
|---------------|----------------------------------|
| <u>Policy</u> | |
| 7425 | Lead Testing of Water in Schools |

SALARY ADJUSTMENT

21. The Superintendent recommends ratifying the salary adjustment of the following staff member:

| | |
|--------------------|---|
| NAME: | Angelina Casaletto |
| POSITION: | Transportation Coordinator |
| POSITION CONTROL#: | 9400-000-PROSER-67 |
| ACCOUNT # | 11-000-270-160-10-000 |
| FROM: | \$83,640.00 |
| TO: | \$90,000.00 |
| EFFECTIVE | February 14, 2018 through June 30, 2018 |

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

COMMITTEE REPORT

STUDENT TEACHER PLACEMENT

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

| STUDENT | COOPERATING STAFF | DATES |
|---|-------------------|-------------------|
| Ashley Hobbs (Misericordia University) | Stacey Reha | 9/4/18 – 11/30/18 |

HOME INSTRUCTION

2. The Superintendent recommends ratification for the following students to receive home instruction:

Student: 4178239435
 Tutor: Professional Education Services, Inc.
 Cost: \$50/hour – not to exceed 10 hours per week
 Start Date: 02/19/18
 End Date: TBD

Student: 8607020472
 Tutor: Joelle Nappi
 Cost: \$50/hour – not to exceed 2 hours per week
 Start Date: 02/19/18
 End Date: 06/30/18

**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 January 31, 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 January, 2018 and the Treasurer’s report for the month of January, 2018.

Pursuant to N.J.A.C. 6A:23A-16.10(c)(4), we certify that as of January 31, 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 February 27, 2018, which have been reviewed and approved by a Board member:

| | Machine Print Checks | Hand Checks | Total Bills |
|---------------------------|----------------------|----------------|----------------|
| Current Expense (General) | | | |
| Current Expense | \$265,362.35 | \$111,972.00 | \$377,334.35 |
| Capital Outlay | | | |
| Education Job Fund | | | |
| Special Revenue | \$13,176.31 | | \$13,176.31 |
| Capital Project | | | |
| Debt Service | | \$1,251,800.00 | \$1,251,800.00 |
| Total Bills | \$278,538.66 | \$1,363,772.00 | \$1,642,310.66 |

TRANSFERS

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

| 1. | Amount | From | To |
|-----|----------|---|---|
| | \$578 | 11-000-262-520-05-000 Custodial Services – Insurance | 11-000-270-593-50-000 Transport Misc Purch Serv |
| 2. | \$80 | 11-000-240-600-24-000-024 School Admin, Supplies/MA | 11-000-221-800-24-000-024 Improve Inst Other Obj |
| 3. | \$210.40 | 11-000-262-610-24-000-024 Custodial Supplies | 11-401-100-800-24-000-024 Co/Extra-Curricular, other |
| 4. | \$600 | 11-000-291-250-05 Unemployment Insurance | 11-000-252-100-12-000 Medical Opt Out |
| 5. | \$60,000 | 11-000-291-250-05 Unemployment Insurance | 11-120-100-101-12-000 Medical Opt Out |
| 6. | \$26,100 | 11-000-291-250-05 Unemployment Insurance | 11-213-100-106-12-000 Medical Opt Out |
| 7. | \$23,000 | 11-000-291-260-05 Workman's Compensation | 11-000-230-890-05-000 Misc Expense |
| 8. | \$6,722 | 11-000-291-250-05 Unemployment Insurance | 11-000-230-332-05 Auditor |
| 9. | \$10,000 | 11-000-270-161-11-000 Substitute Bus Attendants | 11-000-270-160-11-000 Substitute Drivers |
| 10. | \$4,000 | 11-214-100-101-11 Substitutes, Autism | 11-105-100-101-11-000 Substitutes Pre-School |
| 11. | \$6,000 | 11-214-100-101-11 Substitutes, Autism | 11-120-100-101-11-000 Substitutes, Grades 1-5 |
| 12. | \$5,000 | 11-212-100-101-11 Substitutes, MD | 11-120-100-101-11-000 Substitutes, Grades 1-5 |

| | | | |
|-----|----------|---|--|
| 13. | \$10,000 | 11-000-100-566-40-000 Tuition to Private School | 11-000-100-561-05-000 Tuition to Other LEA Reg |
| 14. | \$395.20 | 11-000-240-500-20-000-020 School Admin, Other Purch | 11-000-240-600-20-000-020 School Admin, Supplies/MA |
| 15. | \$350 | 11-000-230-339-05-000 Gen Admin – Other Purch Prof Serv | 11-000-251-330-05-000 Central Serv Purch Prof |

APPROVAL OF TRAVEL AND RELATED EXPENSES

5. 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 | Bennett, Amy | Teacher | Rutgers Master Gardener’s School Garden Conference | 3/23/18 | \$25.00 |
| 2 | Costelloe, Peter | Teacher | Rutgers Master Gardener’s School Garden Conference | 3/23/18 | \$25.00 |
| 3 | Elman, Elisa | ESL Teacher | ESL Summit | 3/22/18 | \$100.00 |
| 4 | Perez, Jessica | ESL Teacher | ESL Summit | 3/22/18 | \$100.00 |
| 5 | Taverna, Virginia | Spanish Teacher | Accelerate your students’ use of the Target Language | 5/3/18 | \$239.00 |
| 6 | Wood, Elizabeth | ESL Teacher | ESL Summit | 3/22/18 | \$100.00 |
| 7 | Brower, Kara | School Social Worker | NJ School Social Workers: Utilizing Collaborative Strategies | 3/26/18 | \$95.00 |
| 8 | McClish, Carla | Social Worker | NJ Association of School Social Workers – 57 th Annual Spring Institute | 3/26/18 | \$125.00 |

DONATIONS

6. The Superintendent recommends approval to accept the following donations:
1. \$128 from Bubbakoo’s for the purpose of supporting the Positive Behavior Support program at the C. Richard Applegate School.
 2. \$60 from The Benevity Community Impact Fund for the Joseph J. Catena Elementary School.

DISPOSALS

7. The Superintendent recommends disposal or sale of the following cafeteria registers in the district which are no longer being used:

| | |
|---------------|---|
| Biotech | Gold 2250 Serial #60722855 |
| Barkalow | ER A310 (3) ER A320 Gold 2250 |
| Errickson | JCM Gold 2250 |
| Applegate | JCM Gold 2250 Serial #60722899 |
| Eisenhower | JCM 2250, Serial #1123034, Serial #70323642, Serial #60722933 |
| Laura Donovan | Sharp ER A320 Dell TM Model DCSm #008755 |

TRANSPORTATION JOINTURE

- 8. The Superintendent recommends approval of a transportation jointure for Route SS 2 with the Neptune Township School District serving as the host district to transport one Freehold Township student to Summerfield Elementary School during the period of January 19, 2018 to June 30, 2018 in the amount of \$130.55 for the purposes of an Educational Stability decision made with Monmouth Cares and a signed Letter of Intent signed by the district.

PROFESSIONAL AUDIT SERVICES

- 9. The Superintendent recommends amending the professional services agreement with Jump, Perry and Company, 12 Lexington Avenue, Toms River, NJ to audit the District's payroll system from \$4,500 to \$11,221.25.

SPRING HONORARIA

- 10. The Superintendent recommends approval to accept a donation in the amount of \$4,000 from the Dwight D. Eisenhower School PTO to be divided evenly amongst the following clubs at the Dwight D. Eisenhower School for the 2017-2018 school year:

| | |
|------------------------|----------------|
| Basketball Intramurals | Baking Club |
| Mural Makers Club | Gardening Club |

PAYROLL AUDIT

- 11. The Superintendent recommends approval to accept the payroll audit performed by Jump, Perry and Company.

STATE CONTRACT NUMBERS

- 12. The Superintendent recommends approval of the following state contract for the 2017-2018 school year:

| T-Number | Title | Vendor | Contract # |
|----------------------------------|--|-------------------------|------------|
| T0640 15-x-23065 | FENCE: CHAIN LINK, ROCK FALL, WOODEN, VINYL AND ORNAMENTAL (INSTALL & REPLACE) | CONSOLIDATED STL & ALUM | 88680 |

- XI. Old Business
- XII. New Business
- XIII. President's Remarks
- XIV. Public Participation
- XV. 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
 - Staff contract
 - Payroll Issue
- 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 may 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.

XVI. Adjournment

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