

FREEHOLD TOWNSHIP BOARD OF EDUCATION
April 24, 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

March 27, 2018 Regular and Executive Meeting Minutes

VI. Communications

Enrollment:	March 2017	3,819
	February 2018	3,765
	March 2018	3,780

VII. President's Remarks

VIII. Administrative Report

Bullying Investigation Report
Budget Presentation

IX. Public Participation – agenda items only

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 March 23, 2018 through April 20, 2018.

RETIREMENT

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

NAME: Suzanne Anderson
 POSITION: Bus Driver
 POSITION CONTROL #: 9400-000-PROSER-03
 ACCOUNT #: 11-000-270-161-10-000
 EFFECTIVE: June 30, 2018

RESIGNATION

3. The Superintendent recommends approval to accept the resignation of the following staff member for the 2017-2018 school year:

NAME: Kristopher Pallein
 POSITION: Computer Technician
 POSITION CONTROL #: 9200-000-NONAFF-03
 ACCOUNT #: 11-000-252-100-10-000
 EFFECTIVE: May 9, 2018

NEW EMPLOYMENT

4. The Superintendent recommends approval to issue a contract to the following staff members for the 2018-2019 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.

1. NAME: Jennifer Matthies
 POSITION: Secretary – Child Study Team
 SALARY: \$46,362.00 GUIDE: Secretary STEP: 1
 ACCOUNT #: 11-000-219-105-10-000
 EFFECTIVE: July 1, 2018 through June 30, 2019
2. NAME: Nicole Green
 POSITION: Social Worker – Child Study Team
 SALARY: \$79,963.00 GUIDE: F STEP: 9
 ACCOUNT #: 11-000-219-104-10-000-070
 EFFECTIVE: July 1, 2018 through June 30, 2019

CHANGE OF ASSIGNMENT

5. The Superintendent recommend approval of the following change of assignment of the following staff member for the 2017-2018 school year:

NAME: Shannon Cutrona
 FROM: Replacement Teacher – Barkalow Middle School
 TO: Replacement Teacher – Errickson Elem. School
 EFFECTIVE: May 23, 2018 through June 30, 2018

EXTENSION OF LONG TERM ASSIGNMENT

6. The Superintendent recommends ratifying approval of the extension of the following replacement teacher for the 2017-2018 school year:

NAME: Susan Newman
 POSITION: Replacement Secretary – Early Childhood Learning Center
 SALARY: \$45,362.00 GUIDE: Secretary STEP: 1
 ACCOUNT #: 11-000-240-105-10-000-070
 EFFECTIVE: April 20, 2018 through May 8, 2018

LEAVES OF ABSENCE

7. The Superintendent recommends approving the following leave of absence of the following staff member for the 2017-2018 school year:
- NAME: Elizabeth Kradjel
 POSITION: Teacher– Donovan Elementary School
 POSITION CONTROL #: 1486-026-IS-01
 ACCOUNT #: 11-240-100-101-10-000-026
 UNPD NJ/FED FMLA: May 29, 2018 through June 22, 2018
 UNPD LEAVE: June 23, 2018 through June 30, 2018
8. The Superintendent recommends ratifying the following leaves of absence of the following staff members for the 2017-2018 school year:
1. NAME: Jacqueline Powell
 POSITION: Teacher Assistant – Barkalow Middle School
 POSITION CONTROL #: 9101-023-TA-10
 ACCOUNT #: 11-212-100-106-10-000-023
 UNPD FED FMLA: April 17, 2018 through May 4, 2018
2. NAME: Catherine Crismale
 POSITION: Teacher Assistant – Early Childhood Learning Center
 POSITION CONTROL #: 9100-070-TA-05
 ACCOUNT #: 11-215-100-106-10-000-070
 UNPD NJ/FED FMLA: April 9, 2018 through June 22, 2018
 UNPD LEAVE: June 23, 2018 through June 30, 2018
3. NAME: Dawn Reeves
 POSITION: Van Attendant
 POSITION CONTROL #: 9400-000-PROSER-65
 ACCOUNT #: 11-000-270-107-10-000
 UNPD LEAVE: February 26, 2018 through March 16, 2018
4. NAME: Brianne Holleran
 POSITION: Teacher – Eisenhower Middle School
 POSITION CONTROL #: 1001-024-IS-19
 ACCOUNT #: 11-213-100-101-10-000-024
 UNPD FED FMLA: April 19, 2018 through June 22, 2018
 UNPD LEAVE: June 23, 2018 through June 30, 2018
5. NAME: Tracy Erickson
 POSITION: Secretary – Early Childhood Learning Center
 POSITION CONTROL #: 9300-000-NONAFF-06
 ACCOUNT #: 11-000-251-100-10-000
 UNPD FED LEAVE: April 20, 2018 through April 25, 2018 (am)
 UNPD LEAVE: April 25, 2018 (pm) through May 8, 2018
9. The Superintendent recommends ratifying 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: Kim Bradus
 POSITION: Teacher – West Freehold Elementary School
 POSITION CONTROL #: 1001-030-IS-004
 ACCOUNT #: 11-120-100-101-10-000
 EFFECTIVE: April 9, 2018 through June 30, 2018

10. The Superintendent recommends ratifying the adjustment to the following leave of absence for the 2017-2018 school year:

NAME: William Anderson
 POSITION: Bus Driver
 POSITION CONTROL #: 9400-000-PROSER-12
 ACCOUNT #: 11-000-270-160-10-000
 FROM UNPD FED FMLA: March 8, 2018 through March 23, 2018
 TO UNPD FED FMLA: March 8, 2018 through March 22, 2018

SALARY ADJUSTMENTS

11. The Superintendent recommends ratifying the following salary adjustment for the 2017-2018 school year:

NAME: Frank Ceravolo
 POSITION: Part Time Custodian – Donovan Elem. School
 POSITION CONTROL #: 9400-026-PROSER-007
 ACCOUNT #: 11-000-262-100-10-000
 FROM: \$16,337.60 GUIDE: Cust. STEP: 2
 TO: \$16,337.60
 600.00
 TOTAL: \$16,937.60 GUIDE: Cust. STEP: 2 w/ Bl. Seal
 EFFECTIVE: November 28, 2017 through June 30, 2018

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

1. NAME: Eileen Horton
 POSITION: Bus Driver
 POSITION CONTROL #: 9400-000-PROSER-23
 ACCOUNT #: 11-000-270-161-10-000
 FROM: \$22,379.44
 TO: \$25,008.54
 EFFECTIVE: April 25, 2018 through June 30, 2018

2. NAME: Frances DaMesquita
 POSITION: Van Attendant
 POSITION CONTROL #: 9400-000-PROSER-76
 ACCOUNT #: 11-000-270-107-10-000
 FROM: \$14,408.63
 TO: \$15,782.63
 EFFECTIVE: April 25, 2018 through June 30, 2018

ESEA TITLE IA FY18

13. The Superintendent recommends to modify the salary and benefits charged to the ESEA Title IA FY18 grant as follows:

Employee	Salary	Percentage	Account #
From: Kelly Sandvik	\$65,082.00	50%	20-231-100-101-45-000-020
		50%	20-231-100-101-45-000-024
To: Kelly Sandvik	\$38,916.00	75%	20-231-100-101-45-000-020
		25%	20-231-100-101-45-000-024

RATIFYING-MONITORS

14. 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:

Nicole Regina	Robert Caputo	Colleen Pyott	Shaina Zupa
Judy Fonte	Pamela Donahoe	Jennifer Klose	Karen Zuccarelli
Joseph Hall	Tina Belka		

RATIFYING-CLASS COVERAGE

15. 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:

Luisa Jimenez

JOB DESCRIPTION

16. The Superintendent recommends approval of the following revised job description:

T.7 SCHOOL NURSE**QUALIFICATIONS:**

- Minimum of a bachelor's degree from an accredited college
- New Jersey School Nurse Certificate
- Current New Jersey license to practice as Registered Nurse
- Organizational, communications and human relations skills
- Knowledge of computerized charting

REPORTS TO:

- Building Administrators
- Assistant Superintendent

MAJOR RESPONSIBILITIES:

1. Promotes and protects the optimal health status of students and staff following the procedures outlined in the Procedure Book for School Nurses and evidence based practice.
2. Provides health assessments including, but not limited to: growth and development, vision, hearing, scoliosis, and blood pressure as, delineated in the Procedure Book for School Nurses and NJ Code.
3. Develops and implements a health plan/emergency care plan in accordance with the doctor's instructions, including the interpretation of the health status of students to their parents and to school personnel who have a need to know.
4. Initiates referrals to parents, school personnel and community health resources for intervention, remediation and follow-through.
5. Provides ongoing health counseling with students, parents, school personnel and health agencies. Recommends and assists in implementation of modifications of school programs to meet students' health needs as per doctor's instructions and nursing assessment based on student's medical history and developmental needs.
6. Provides appropriate care for ill or injured students and staff under the Standing Orders of the School Physician.
7. Maintains the health office ensuring adequate supplies, cleanliness and pleasant environment.
8. Provides for physical examinations as required by the Board of Education, by assisting the parent/guardian to schedule appointment with the school physician, assisting with the examinations (if done in the health office), accurately maintaining the records of the examination and notifying appropriate parties of the results.
9. Participates as the health team specialist on the Child Study Team, 504 Team, Crisis Response Team and I&RS, as needed.
10. Plans and implements school health management protocols for the child with chronic health problems, including the administration of medication and treatment and the provision of home instruction, if indicated.
11. Provides for crisis intervention in case of physical or emotional problems. Participates in school crisis/emergency response team.
12. Promotes and assists in the control of communicable diseases by ensuring that all students are immunized according to New Jersey law, testing for tuberculosis as

mandated by NJ statute and by early detection, surveillance and reporting of communicable diseases.

13. Promotes a safe school environment that is conducive to learning.
14. Reports suspected child abuse or neglect promptly to the appropriate agency.
15. Serves as a resource for health education, including annual lectures training to staff regarding first aid, infection control, communicable diseases and emergency procedures.
16. Maintains mandated health records including a daily log documentation of health office visits, medication administration, The State of New Jersey Health History and Appraisal (A45) and individual student records as outlined in the Procedure Book for School Nurses.
17. Completes mandated reports accurately and on time, including tuberculosis control immunization status, Nursing Services Plan and medical waste disposal.
18. Insures that students unable to participate in physical education do not participate until a proper medical release has been obtained and communicates this information to the physical education teachers and other staff. Follows the state guidelines regarding sports physicals and ensures that middle school students have submitted the mandated sports physical forms and are cleared by the school physician prior to competing in school athletics or intramurals
19. Evaluates infection control practices within the school setting in collaboration with public health agencies, property services and administration as needed.
20. Maintains strict confidentiality, shares medical information on "need to know basis."
21. Possesses knowledge of district policies and procedures, provides feedback to assistant superintendent upon changes in best practice as needed.
22. Provides training to staff in regards to delegation of healthcare tasks in accordance with the State of NJ and the NJ Nurse Practice Act
23. Ensures medical equipment is maintained; such as daily and monthly AED checks, etc.
24. Engages in research and evaluation of school health services and acts as an agent for change when necessary.
25. Pursues continuing education to broaden knowledge base and keep abreast of changes in pediatric/ school nursing practice.
26. Initiates, facilitates and maintains liaison among the school, the home and community health agencies.
27. Projects a positive, professional image to students, colleagues and the community.
28. Consults with Head Nurse/Assistant Superintendent regarding nursing concerns.
29. Performs those other duties that may be assigned by the administration, which are within the scope of the qualifications and certification of the school nurse.

TERM OF EMPLOYMENT: 10 months
 EVALUATION: In accordance with NJSA 18A and NJAC Title 6 and local board policy.

CURRICULUM COMMITTEES

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

3rd Grade ELA Calkins Unit (Writing UBD from Pilot) – Mystery Foundational – Maximum 20 hours each at the curriculum rate

- Melissa Pasola
- Alisha Galli
- Stephanie Bacchetta

3rd Grade ELA Calkins Unit (Writing UBD from Pilot) – Crafting True Stories – Maximum 20 hours each at the curriculum rate

- Julie Kuhn
- Jaime Kelly
- Jaclyn Doyle

3rd Grade ELA Calkins Unit (Writing UBD from Pilot) – Once Upon a Time – Maximum 25 hours each – 20 hours at the curriculum rate and 5 hours at the meeting rate

- Jaclyn Doyle
- Stephanie Bacchetta
- Julie Kuhn

5th Grade Calkins Unit from Pilot (literary Essay) – Maximum 20 hours each at the curriculum rate

- Melissa Deutsch
- Suzann Baxter-Monahan
- Megan Kaiser

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.

Kevin Wilhalme	Samantha Collins	Alissa DiCarlo-Connor
Kassy Kasternakis	Michela Toto	Jacqueline Petrou
Anthony Greco	Maria Soukas	Geralyn Drury
Vincent Signorile	Joy Burlew	Pamela Rogers
Danielle Liberatore	Matthew Showerman	Hannah Manson

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>
Kevin Wilhalme	Kevin Wilhalme	Kevin Wilhalme
Samantha Collins	Samantha Collins	Samantha Collins
Alissa DiCarlo-Connor	Alissa DiCarlo-Connor	Alissa DiCarlo-Connor
Kassy Kasternakis	Kassy Kasternakis	Kassy Kasternakis
Nancy Biddle	Nancy Biddle	Nancy Biddle
Michela Toto	Michela Toto	Michela Toto
Jacqueline Petrou	Jacqueline Petrou	Jacqueline Petrou
Maria Soukas	Maria Soukas	Maria Soukas
Geralyn Drury	Geralyn Drury	Geralyn Drury
Joy Burlew	Joy Burlew	Joy Burlew
Danielle Liberatore	Danielle Liberatore	Danielle Liberatore
Hannah Manson	Hannah Manson	Hannah Manson

Bus Driver
Francine Perrone

FIRST READING POLICIES AND REGULATION

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

Policies

8507 Breakfast Offer Versus Serve (OVS)
8630 Bus Driver/Bus Aide Responsibility

Regulation

8630 Emergency School Bus Procedures

SECOND READING POLICY

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

Policy

9242 Use of Electronic Signatures

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

COMMITTEE REPORT

STUDENT TEACHER PLACEMENT

1. 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>
Amanda Mason (TCNJ)	Julia Henderson	9/4/18 – 10/19/18

HOME INSTRUCTION

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

Student: 7705814816
Tutor: Nicole Lay-Alaimo, Laura Bergen, Bridgid Logan
Cost: \$50/hour - not to exceed 5 hours per week
Start Date: 04/09/18
End Date: TBD

Student: 6751487759
Tutor: Professional Education Services, Inc.
Cost: \$50/hour – not to exceed 10 hours per week
Start Date: 04/09/18
End Date: TBD

Student: 6263472243
Tutors: Chris Sammy, Laura Bergen, Dana Turner
Cost: \$50/hour – not to exceed 5 hours per week
Start Date: 03/05/18
End Date: TBD

Student: 7420187703
Tutor: Jessica Martin
Cost: \$50/hour – not to exceed 10 hours per week
Start Date: 03/08/18
End Date: TBD

CURRICULUM COMMITTEES

3. The Superintendent recommends ratification of the following staff member for work on a curriculum committee at the contracted hourly rate:

NJTSS Planning Committee – maximum 10 hours
Gregory Lins

MEMORANDUM OF UNDERSTANDING

4. The Superintendent recommends approval of the Memorandum of Understanding with the Mental Health Association of Monmouth County.

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

Pursuant to N.J.A.C. 6A:23A-16.10(c)(4), we certify that as of March 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 April 24, 2018, which have been reviewed and approved by a Board member:

	Machine Print Checks	Hand Checks	Total Bills
Current Expense (General)			
Current Expense	513,971.44	838.27	514,809.71
Capital Outlay	84,603.78		84,603.78
Education Job Fund			
Special Revenue	8,542.05		8,542.05
Capital Project			
Debt Service			
Total Bills	607,117.27	838.27	607,955.54

TRANSFERS

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

	<u>Amount</u>	<u>From</u>	<u>To</u>
1.	\$5,670.98	11-190-100-500-05-000 Other Purch. Services	
	\$1,332.14		11-000-219-440-05 CST– Other Purch Services
	\$4,338.84		11-000-240-440-05 Administrative, Lease Purch
2.	\$3,000.00	11-000-221-500-07-000 Improv. Instr. Other	11-000-230-610-07 Supplies
3.	\$2,000.00	11-000-219-600-40-000-023 CTBS CST Supplies	11-000-216-600-22-000 Speech/OT/PT Supplies
4.	\$10,000.00	11-212-100-320-40-000 CST Prof. Services Purchased	11-150-100-320-40-000-000 CST Home Instruction
5.	\$5,000.00	11-000-222-100-10 Salaries, Media	11-110-100-101-11 Substitutes, Kindergarten

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	Asencio, Kristen	Occupational Therapist	2018 Clinical Council Meeting	5/9/18	\$35.00
2	Block, Andrea	Occupational Therapist	2018 Clinical Council Meeting	5/9/18	\$35.00
3	Bucci, Diane	Occupational Therapist	2018 Clinical Council Meeting	5/9/18	\$35.00
4	DeVita, Robert	Business Administrator	NJASBO Annual Conference	6/6/18 – 6/8/18	\$556.00
5	Domini, Lorraine	ELA Inclusion Teacher	Oppositional, Defiant & Disruptive Children & Adolescents	5/8/18	\$99.00
6	Goldstein, Scott	Technology Integration Coordinator	The MakerBot Certification Program Blended In-Person Workshop	8/24/18	\$199.00
7	Hirschhorn, Carla	Physical Therapist	Motor Matters	4/30/18	\$239.00
8	Nathan, Pamela	Assistant Superintendent	Personalized Learning Summit	5/2/18-5/4/18	\$250.00
9	Parker, Karen	Technology Integration Coordinator	The MakerBot Certification Program Blended In-Person Workshop	8/24/18	\$199.00
10	Tamimi, Lisa	Special Education Teacher	Oppositional, Defiant & Disruptive Children & Adolescents	5/8/18	\$99.00
11	Wyrwa, Christen	Special Education Teacher	Oppositional, Defiant & Disruptive Children & Adolescents	5/8/18	\$99.00

12	Kasun, Ross	Superintendent	2018 NJSBA Workshop and Exhibition	10/22/18-10/25/18	\$887.25
13	DeVita, Robert	Business Administrator	2018 NJSBA Workshop and Exhibition	10/22/18-10/25/18	\$887.25
14	Tepper, Ilene	Asst. Business Administrator	2018 NJSBA Workshop and Exhibition	10/22/18-10/25/18	\$887.25
15	Dickstein, Neal	Asst, Superintendent	2018 NJSBA Workshop and Exhibition	10/22/18-10/25/18	\$887.25
16	Nathan, Pam	Asst. Superintendent	2018 NJSBA Workshop and Exhibition	10/22/18-10/25/18	\$887.25
17	Amoroso, Michael	Board Member	2018 NJSBA Workshop and Exhibition	10/22/18-10/25/18	\$887.25
18	Cozzolino, Mary	Board Member	2018 NJSBA Workshop and Exhibition	10/22/18-10/25/18	\$887.25
19	DiBlasio, Dan	Board Member	2018 NJSBA Workshop and Exhibition	10/22/18-10/25/18	\$887.25
20	Holtz, Kay	Board Member	2018 NJSBA Workshop and Exhibition	10/22/18-10/25/18	\$887.25
21	Lambert, Michelle	Board Member	2018 NJSBA Workshop and Exhibition	10/22/18-10/25/18	\$887.25
22	Levy, Jason	Board Member	2018 NJSBA Workshop and Exhibition	10/22/18-10/25/18	\$887.25
23	Matthews, Michael	Board Member	2018 NJSBA Workshop and Exhibition	10/22/18-10/25/18	\$887.25
24	O'Sullivan, Elena	Board Member	2018 NJSBA Workshop and Exhibition	10/22/18-10/25/18	\$887.25
25	Patten, Jennifer	Board Member	2018 NJSBA Workshop and Exhibition	10/22/18-10/25/18	\$887.25
26	Klim, Robyn	Director of Educational Services	NJASA/ NJAPSA Spring Leadership Conference	5/17/18	\$240.00
27	Tepper, Ilene	Business Administrator	NJASBO Annual Conference	6/5/18 – 6/8/18	\$707.30

CONTRACTED SERVICES 2018-2019

6. The Superintendent recommends approval of the contract with Bayada Home Health Care for Registered Nurse office coverage at a rate of \$56.00 per hour as needed during the 2018-2019 school year.

CHANGE ORDER

7. The Superintendent recommends approval of a deduction change order with Industrial Cooling Corporation for the HVAC Replacement at Marshall W. Errickson Elementary School in the amount of \$562.92.

PROJECT APPROVALS

8. The Superintendent recommends approval of the following:

RESOLVED that the Freehold Township Board of Education approve the following projects:

- **Automatic Temperature Control at Joseph J. Catena ES
FVHD#5085/ State DOE Plan #1660-020-18-1000**
- **Bleacher Replacement at C. Richard Applegate ES
FVHD#5081/ State DOE Plan #1660-021-18-1000**

- **Door and Hardware Replacement at Eight Schools – Applegate ES, Barkalow MS, Eisenhower MS, ECLC, Catena ES, Donovan ES, Errickson ES, West Freehold ES (FVHD #5083)**
- **Roof Replacement at Freehold Twp. BOE Office/Early Childhood Learning Center (FVHD #5087)**

BE IT FURTHER RESOLVED that the District's architects, Fraytak Veisz Hopkins Duthie, P.C., be authorized to submit the above project to the NJ Department of Education for approval on the District's behalf.

BE IT FURTHER RESOLVED that the above project be approved as "other capital projects" as defined in N.J.A.C. 6A:26 – The District will not seek State funding for the above project.

BE IT FURTHER RESOLVED that amendments to the Long-Range Facilities Plan by Fraytak Veisz Hopkins Duthie, P.C. to incorporate the above project be approved.

PROFESSIONAL SERVICES

9. The Superintendent recommends approval to accept from Fraytak, Veisz, Hopkins, Duthie, P.C. the proposal for professional services for architectural / engineering design and construction administration on the following projects:

- \$18,750 for door and hardware replacement at all 8 schools
- \$21,750 for the automatic temperature control replacement at the Catena Elementary School
- \$34,750 for the roof replacement at the Board of Education office

COORDINATED TRANSPORTATION

10. The Superintendent recommends approval of the following:

RESOLUTION FOR PARTICIPATION IN COORDINATED TRANSPORTATION 2018-2023

This Agreement, made this 1st day of July, 2018 by and between Monmouth-Ocean Educational Services Commission, which offices at 100 Tornillo Way, Tinton Falls, New Jersey 07712 (herein after referred to as the "MOESC"), and Freehold Twp. Board of Education, with offices at 384 West Main Street, Freehold, NJ 07728 (hereinafter referred to a "Board of Education").

RECITALS

- A. The Board of Education desires to transport special education, nonpublic, public and/or vocational school students to specific destinations.
- B. The MOESC offers coordinated transportation service.
- C. The MOESC will organize and schedule routes to achieve the maximum cost effectiveness.

NOW, THEREFORE, it is agreed that in consideration of prorated contract costs calculated by the billing formula adopted by MOESC, plus an administrative fee of 5.5 percent (5.5%), the Freehold Twp. Board of Education shall pay the MOESC for transportation services rendered. Said formula shall be based on the number of students and a per pupil mile ratio encumbering any special requirements specified by participating districts.

1. The MOESC will provide the following services:
 - A. Routes coordinated with other districts, whenever possible, to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
 - B. An estimated fee for all routes based on a ratio of the number of students and student mileage. It is understood that initial transportation charges are estimates based on initial mileage and ridership and thereby subject to changes as the number of students and/or mileage increases and/or decreases;
 - C. Monthly billing and invoices;
 - D. A report of students for all routes coordinated by MOESC;
 - E. All necessary interaction and communication between the sending district, receiving school, and respective transportation contractors;
 - F. Constant review and revision of routes;
 - G. Provide transportation within three (3) days or sooner after receipt of the formal written request.

2. It is further agreed that the Freehold Twp. Board of Education will provide the MOESC with the following:
 - A. Requests for special transportation on approved forms to be provided by the MOESC, completed in full and signed by authorized district personnel;
 - B. Withdrawal for any transportation must be provided in writing and signed by authorized district personnel; no billing adjustments will be made without this completed form and will become effective on the date the form is received.
 - C. Additional Cost – all additional costs generated by unique requests such as mid-day runs or early dismissals will be borne by the district making the request. All such costs must first be approved by the Freehold Twp. Board of Education.
 - D. Length of Agreement – this agreement and obligations and requirements therein shall be in effect between July 1, 2018 and June 30, 2023.
 - E. Entire Agreement – this Agreement constitutes the entire and only agreement between the parties and may be amended by any instrument in writing over authorized signature.

3. It is further agreed by the Board of Education to the following:
 - A. Upon the execution of this Agreement, it is agreed that MOESC's school bus contractor, selected pursuant to the public bidding law, shall exclusively provide pupil transportation services for the identified student during the term of the contract.
 - B. The Board of Education may terminate this contract only for good cause. Good cause shall not be defined to include a lesser transportation cost alternative available to the Board of Education during the term of the Contract. Good cause includes, but shall not be limited to the following: (1) the student's parent electing to provide transportation for the student for the entire term; (2) the student no longer requires the transportation services because the student does not need to travel to the transportation contract's destination because the student's education plan has changed, the school assignment is changed for education-based reasons, the student has moved from the school district, the student's pupil transportation is merged with other route(s) to reduce cost, or for other good cause shown.
 - C. The parties to this Agreement acknowledge that the school bus contractor, who is providing or to be providing pupil transportation services as contemplated in this Agreement, is an "intended third-party beneficiary" of the within contract between MOESC and the Board of Education. In the event that the Board of Education should breach this Agreement, the school bus contractor shall have the right to commence legal action against the Board of Education as a result of such breach and may seek compensatory damages, or any other relief that may be appropriate.

2018-2019 HEALTH INSURANCE RATES

11. The Superintendent recommends approval of the following insurance rates for the 2018 - 2019 school year:

Horizon Direct Access 10	Monthly Rate	Annual Rate
Single	\$975.52	\$11,706.24
Husband/Wife	\$2,141.69	\$25,700.28
Family	\$2,894.18	\$34,730.16
Parent/Child(ren)	\$1,929.52	\$23,154.24
Horizon Direct Access 15	Monthly Rate	Annual Rate
Single	\$925.16	\$11,101.92
Husband/Wife	\$2,019.18	\$24,230.16
Family	\$2,744.76	\$32,937.12
Parent/Child(ren)	\$1,829.89	\$21,958.68
Horizon Direct Access 20/40	Monthly Rate	Annual Rate
Single	\$842.18	\$10,106.16
Husband/Wife	\$1,848.91	\$22,186.92
Family	\$2,498.57	\$29,982.84
Parent/Child(ren)	\$1,665.76	\$19,989.12
Horizon EPO	Monthly Rate	Annual Rate
Single	\$678.10	\$8,137.20
Husband/Wife	\$1,488.70	\$17,864.40
Family	\$2,011.80	\$24,141.60
Parent/Child(ren)	\$1,341.23	\$16,094.76
Horizon OMNIA	Monthly Rate	Annual Rate
Single	\$627.37	\$7,528.44
Husband/Wife	\$1,377.32	\$16,527.84
Family	\$1,861.26	\$22,335.12
Parent/Child(ren)	\$1,240.87	\$14,890.44
Horizon RX	Monthly Rate	Annual Rate
Single	\$164.86	\$1,978.32
Husband/Wife	\$301.81	\$3,621.72
Family	\$407.84	\$4,894.08
Parent/Child(ren)	\$244.28	\$2,931.36
Delta Dental	Monthly Rate	Annual Rate
One Party	\$48.68	\$584.16
Two Party	\$97.76	\$1,173.12
Three or more Party	\$164.58	\$1,974.96
Horizon Vista II Vision	Monthly Rate	Annual Rate
Single	\$5.61	\$67.32
Husband/Wife	\$11.22	\$134.64
Family	\$21.87	\$262.44
Parent/Child(ren)	\$15.14	\$181.68

2018 SAFETY GRANT

12. The Superintendent recommends approval of the submission of the \$9,478.79 grant application for the 2018 Safety Grant Program through the New Jersey Schools Insurance Group's MOCSSIF Subfund. The grant will be applied to the cost of the District's security audit.

DISPOSAL

- 13. The Superintendent recommends disposal of the following equipment which is broken and no longer being used for educational purposes:

CRA - Maico Audiometer Serial #18915

ADOPTION OF THE BUDGET FOR 2018-2019

- 14. The Superintendent recommends the approval to adopt the 2018-2019 budget:

WHEREAS, the Freehold Township Board of Education adopted a tentative budget on March 27, 2018, and submitted it to the Executive County Superintendent of Schools for approval, and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on April 16, 2018, and

WHEREAS, the tentative budget was advertised in the legal section of the Asbury Park Press on April 20, 2018, and

WHEREAS, the tentative budget was presented to the public during a hearing held in the Board of Education Administrative Offices, 384 West Main Street, Freehold, N.J. on Tuesday, April 24, 2018.

Capital Reserve Withdrawal – Other Capital Projects

WHEREAS 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

NOW THEREFORE BE IT RESOLVED that the budget be adopted 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 adopted budget to the Executive County Superintendent of Schools in accordance with the statutory deadline:

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

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 \$34,086.12, 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.

A4F Tax Levy Certification Form A and B

RESOLVED, that the amount required for school purposes in the school district of Freehold Township, County of Monmouth, for the 2018-2019 school year is \$70,045,021 and is required to be levied for local school district purposes

- XI. Old Business
- XII. New Business
- XIII. President’s Remarks
- XIV. Public Participation – any topic
- 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
- x Personnel
 - Central Office Administrators Contracts
 - Non-Affiliated Staff Salaries
- _____ 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 45 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.