Friday, March 23, 2018  
Regular Meeting

Middle School South  
220 Ramtown Greenville Road  
Howell, New Jersey 07731

6:00 PM

At 6:00 PM the Board will convene to Executive Session and will reconvene to Public Session upon completion of Executive Session business. (This constitutes an adequate notice of said meeting under the provision of Chapter 231, PL 1975). Please note all Board Meetings are recorded for future possible airing on the district and other media venues.

A. Call to Order

<table>
<thead>
<tr>
<th>Subject</th>
<th>1. Notice of Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 23, 2018 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>A. Call to Order</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Procedural</td>
</tr>
</tbody>
</table>

The Regular Meeting of the Howell Township Board of Education will be held at 6:00 PM on Wednesday, March 23, 2018 in the Cafetorium of Howell Township Middle School South, 220 Ramtown Greenville, Howell, New Jersey. At 6:00 PM the Board will convene to Executive Session and will reconvene to Public Session upon completion of Executive Session business. (This constitutes an adequate notice of said meeting under the provision of Chapter 231, PL 1975). Please note all Board Meetings are recorded for future possible airing on Howell Television.

Mr. Timothy P. O'Brien, Board President  
Mr. Mark A. Bonjavanni, Board Vice President  
Mr. Laurence Gurman, Board Member  
Dr. Denise Lowe, Board Member  
Mrs. MaryRose Malley, Board Member  
Mrs. Cristy Mangano, Board Member  
Mr. Albert Miller, Board Member  
Mrs. Jennifer Okerson, Board Member  
Mr. Ira Thor, Board Member

<table>
<thead>
<tr>
<th>Subject</th>
<th>2. District Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 23, 2018 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>A. Call to Order</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Procedural</td>
</tr>
</tbody>
</table>
Student Achievement:
- To foster a learning environment that emphasizes personalized learning, student empowerment, and standards-aligned student growth.

District Culture & Climate:
- Sustain a positive culture of learning within the current building structures.

Community Interaction:
- Increase community outreach and district transparency through multiple mediums of communication.

Technology:
- Transform educational settings through the use of technology to foster progressive learning environments.

Subject 3. Board Goals
Meeting Mar 23, 2018 - Regular Meeting
Category A. Call to Order
Access Public
Type Procedural

Governance:
- The Board will utilize the workshop model to improve the Board’s knowledge on educational issues in the district.

Boardsmanship:
- The Board will develop and implement an in district orientation for new Board members.

Student Achievement:
- The Board will use data to inform decision-making regarding student success.

Subject 4. Statement to the Public
Meeting Mar 23, 2018 - Regular Meeting
Category A. Call to Order
Access Public
Type Procedural

The Howell Township Board of Education operates in a robust committee structure. Agenda items have been presented and evaluated in the committee format, or vetted administratively, prior to the Superintendent making the recommendation to the Board of Education. In the committee process and subsequently, the members of the Board work with the administration and the Superintendent of Schools to assure that they fully understand the matter. Committee Chairs then make full reports to the Board prior to action being taken. In rare instances, matters are presented to the Board of Education for broader discussion at the same meeting where final action may be taken.

Subject 5. Roll Call
Adequate notices of this meeting, as required by Chapter 231, PL 1975, were distributed by the Secretary on March 20, 2018.

<table>
<thead>
<tr>
<th>Subject</th>
<th>6. Salute to Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 23, 2018 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>A. Call to Order</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Procedural</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>7. Announcement by President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 23, 2018 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>A. Call to Order</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Information, Procedural</td>
</tr>
</tbody>
</table>

Adequate notices of this meeting, as required by Chapter 231, PL 1975, were distributed by the Secretary on March 20, 2018.

<table>
<thead>
<tr>
<th>Subject</th>
<th>8. Superintendent's &amp; Board President's Remarks Regarding Recognitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 23, 2018 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>A. Call to Order</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Recognition</td>
</tr>
</tbody>
</table>

**B. Executive Session**

<table>
<thead>
<tr>
<th>Subject</th>
<th>1. Enter in Executive Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 23, 2018 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>B. Executive Session</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
</tbody>
</table>
WHEREAS, the Sen. Byron M. Baer Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., (the "Act") provides that the Howell Township Board of Education may hold an "Executive Session" from which the public is excluded to discuss matters that are confidential or are one of the nine (9) subject matters listed Section 12(b) of the Act; and
WHEREAS, it is recommended by the Business Administrator that the Howell Township Board of Education go into Executive Session on March 23, 2018, 2018 at _________PM to discuss matters that are permissible for discussion in Executive Session; and
WHEREAS, that the Board hereby declares that its discussion of the following subject(s) will be made public at a time when the public’s interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.
NOW, THEREFORE, BE IT RESOLVED by the Howell Township Board of Education that the Board shall go into Executive Session to discuss the following items:

1. HIB

C. Minutes and Correspondence

Subject 1. Approval of Minutes
Meeting Mar 23, 2018 - Regular Meeting
Category C. Minutes and Correspondence
Access Public
Type Action, Minutes
Recommended Action Motion to approve minutes of Regular Meeting as attached and Executive Session Minutes February 21, 2018.

Subject 2. Correspondence
Meeting Mar 23, 2018 - Regular Meeting
Category C. Minutes and Correspondence
Access Public
Type Information
Correspondence received by the Board will be noted for the record and will be maintained on file in the office of the Board Secretary.

D. Comments

Subject 1. Board President’s Comments
WHEREAS, the Howell Township Board of Education determines that the comments from the public portion of the Board Meetings will last 45 minutes, and
WHEREAS, the Board determines that the public comments portion will be conducted in accordance with Board Bylaw 0164.1, and individuals may be limited to 3 minutes each, and
NOW, THEREFORE, BE IT RESOLVED, that the Howell Township Board of Education will cease conducting business and the meeting will be open to the public at that time for a 45 minute period.
I. Discussion Items

Subject 1. Discussion Items May Result In Board Action

Meeting Mar 23, 2018 - Regular Meeting
Category I. Discussion Items
Access Public
Type Discussion

J. New Business - Consent Agenda

Subject 1. Approval of Consent Agenda

Meeting Mar 23, 2018 - Regular Meeting
Category J. New Business - Consent Agenda
Access Public
Type Action (Consent)
Recommended Action Motion to approve consent agenda and addenda items. [Abstentions to items will be noted in the minutes.]

K. Enrollment

Subject 1. Enrollment January 2018 and February 2018

Meeting Mar 23, 2018 - Regular Meeting
Category K. Enrollment
Access Public
Type Action (Consent)

File Attachments
January 2018.PNG (57 KB)
February 2018.PNG (48 KB)

L. 0000 Bylaws - Consent Agenda

Subject 1. Second Reading Bylaw 0160.1
## M. 1000 Policies - Consent Agenda

### Subject 1. First Reading Policy 1240

**Meeting**: Mar 23, 2018 - Regular Meeting  
**Category**: M. 1000 Policies - Consent Agenda  
**Access**: Public  
**Type**: Action (Consent)  
**Recommended Action**: Approve the first reading of Policy 1240, Evaluation of Superintendent.

**File Attachments**  
*Policy 1240 Evaluation of Superintendent-New.pdf* (34 KB)

### Subject 2. First Reading Regulation 1240

**Meeting**: Mar 23, 2018 - Regular Meeting  
**Category**: M. 1000 Policies - Consent Agenda  
**Access**: Public

**Recommended Action**: Approve the second reading of Bylaw 0160.1, Board Member Participation at Board Meetings Using Videoconferencing Equipment.

**File Attachments**  
*Bylaw 0160.1 Board Member Participation Using Videoconferencing.pdf* (29 KB)

**Subject 2. First Reading Bylaws 0000.02**

**Meeting**: Mar 23, 2018 - Regular Meeting  
**Category**: L. 0000 Bylaws - Consent Agenda  
**Access**: Public  
**Type**: Action (Consent)  
**Recommended Action**: Approve the first reading of Bylaws 0000.02, Introduction.

**File Attachments**  
*Bylaw 0000.02 Introduction.pdf* (41 KB)
### N. 2000 Programs - Consent Agenda

**Subject** | **1. First Reading Policy 2700**
--- | ---
Meeting | Mar 23, 2018 - Regular Meeting
Category | N. 2000 Programs - Consent Agenda
Access | Public
Type | Action (Consent)
Recommended Action | Approve the first reading of Policy 2700, Services to Nonpublic School Students.

File Attachments
Policy 2700.pdf (415 KB)

**Subject** | **2. Students National TSA Conference 2018**
--- | ---
Meeting | Mar 23, 2018 - Regular Meeting
Category | N. 2000 Programs - Consent Agenda
Access | Public
Type | Action (Consent)
Recommended Action | Approve the attendance of eligible students qualifying at the 2018 State Technology Student Association (TSA) Conference on March 28, 2018, to attend the 2018 Annual TSA National Conference from June 22 – 26, 2018 in Atlanta, GA.

**Subject** | **3. Advisors National TSA Conference 2018**
--- | ---
Meeting | Mar 23, 2018 - Regular Meeting
Category | N. 2000 Programs - Consent Agenda
Access | Public
Type | Action (Consent)
Recommended Action | Approve the attendance, registration, transportation, lodging and federal meals and incidental expenses of up to two Technology Student Association (TSA) advisors to attend the 2018 Annual TSA National Conference from June 22 – 26, 2018 in Atlanta, GA at $1,921 per advisor. Attendance of the advisors is subject to the total number of eligible students attending the 2018 National TSA Conference.

### O. 3000 Professional Staff - Consent Agenda

**Subject** | **1. Amend LOA for Teacher**
LEAVE FROM THROUGH
Maternity Leave April 9, 2018 May 21, 2018
With Pay (43 sick/personal days)
With Benefits

Family Leave May 22, 2018 June 30, 2018
Without Pay
With Benefits

Subject 2. Substitute Limited Employment Contract
Meeting Mar 23, 2018 - Regular Meeting
Category O. 3000 Professional Staff - Consent Agenda
Access Public
Type Action (Consent)
Recommended Action Appoint __________ to the position of Grade 3 Teacher at Ardena School, effective April 23, 2018 or sooner through June 30, 2018 at $42,000.00, prorated. (Substitute Limited Employment Contract) (Replacing Kaitlyn Deredita - Maternity Leave) *Pending Criminal History approval

Subject 3. LOA for Teacher
Meeting Mar 23, 2018 - Regular Meeting
Category O. 3000 Professional Staff - Consent Agenda
Access Public
Type Action (Consent)
Recommended Action Approve the following leave of absence for Jayme Begley, Itinerant Guidance Counselor:

LEAVE FROM THROUGH
Maternity Leave May 7, 2018 June 30, 2018
With Pay (35 sick days)
With Benefits

Subject 4. LOA for Teacher
Meeting Mar 23, 2018 - Regular Meeting
Category O. 3000 Professional Staff - Consent Agenda
Access: Public

Type: Action (Consent)

Recommended Action: Approve the following leave of absence for Dawn Sparany, Special Education Teacher at Middle School North:

<table>
<thead>
<tr>
<th>LEAVE</th>
<th>FROM</th>
<th>THROUGH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Leave</td>
<td>February 28, 2018</td>
<td>June 18, 2018</td>
</tr>
<tr>
<td>Without Pay</td>
<td>(12 weeks as needed)</td>
<td></td>
</tr>
<tr>
<td>With Benefits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subject: 5. LOA for Teacher

Meeting: Mar 23, 2018 - Regular Meeting

Category: O. 3000 Professional Staff - Consent Agenda

Access: Public

Type: Action (Consent)

Recommended Action: Approve the following leave of absence for Brian Hershkowitz, Grade 6 Social Studies Teacher at Middle School North:

<table>
<thead>
<tr>
<th>LEAVE</th>
<th>FROM</th>
<th>THROUGH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Leave</td>
<td>February 28, 2018</td>
<td>March 21, 2018</td>
</tr>
<tr>
<td>With Pay</td>
<td>(16 sick days)</td>
<td></td>
</tr>
<tr>
<td>With Benefits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subject: 6. LOA for Teacher

Meeting: Mar 23, 2018 - Regular Meeting

Category: O. 3000 Professional Staff - Consent Agenda

Access: Public

Type: Action (Consent)

Recommended Action: Approve the following leave of absence for Jaclyn Higginson, Grade 7 LA Teacher at Middle School North:

<table>
<thead>
<tr>
<th>LEAVE</th>
<th>FROM</th>
<th>THROUGH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maternity Leave</td>
<td>May 7, 2018</td>
<td>June 4, 2018</td>
</tr>
<tr>
<td>With Pay</td>
<td>(20 sick days)</td>
<td></td>
</tr>
<tr>
<td>With Benefits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subject: 7. LOA Extension for Teacher
LEAVE | FROM | THROUGH
---|---|---
Ext. Medical Leave | March 26, 2018 | April 23, 2018 AM Only
With pay less cost of Substitute | (14.5 days) | |
With Benefits | | |
Ext. Medical Leave | April 24, 2018 PM Only | June 30, 2018
Without Pay | | |
With Benefits | | |

Subject | **8. Substitute Limited Employment Contract Extension**
---|---
Meeting | Mar 23, 2018 - Regular Meeting
Category | O. 3000 Professional Staff - Consent Agenda
Access | Public
Type | Action (Consent)
Recommended Action | Extend the contract of Molly Kahl-Winter, Grade 3 Teacher at Ardena School, effective March 26, 2018 through June 30, 2018 at $42,000.00, prorated. (Substitute Limited Employment Contract) (Replacing Susan Besignano - LOA)

Administrative File Attachments
Limited Contract back up Backup.pdf (67 KB)

Subject | **9. Retirement of Teacher**
---|---
Meeting | Mar 23, 2018 - Regular Meeting
Category | O. 3000 Professional Staff - Consent Agenda
Access | Public
Type | Action (Consent)
Recommended Action | Accept, with regret, the retirement of Lenore Lotruglio, Preschool Teacher at Land O’Pines School, effective July 1, 2018.

Subject | **10. Retirement of Teacher**
---|---
Meeting | Mar 23, 2018 - Regular Meeting
Category | O. 3000 Professional Staff - Consent Agenda
Access | Public
Type: Action (Consent)

Recommended Action: Accept, with regret, the retirement of Randi Molinelli, Special Education Teacher at Middle School South, effective July 1, 2018.

Subject: 11. Retirement of Teacher

Meeting: Mar 23, 2018 - Regular Meeting

Category: O. 3000 Professional Staff - Consent Agenda

Access: Public

Type: Action (Consent)

Recommended Action: Accept, with regret, the retirement of Jacquelyn Tennant, Basic Skills Teacher at Taunton School, effective July 1, 2018.

Subject: 12. Retirement of Social Worker

Meeting: Mar 23, 2018 - Regular Meeting

Category: O. 3000 Professional Staff - Consent Agenda

Access: Public

Type: Action (Consent)

Recommended Action: Accept, with regret, the retirement of Bonni Kurlander, Social Worker, effective May 1, 2018.

Subject: 13. Substitute Limited Employment Contract

Meeting: Mar 23, 2018 - Regular Meeting

Category: O. 3000 Professional Staff - Consent Agenda

Access: Public

Type: Action (Consent)

Recommended Action: Appoint Kerry Libertucci to the position of Grade 2 Teacher at Taunton School, effective March 22 through June 30, 2018 at $42,000.00, prorated. (Substitute Limited Employment Contract)

Subject: 14. Resignation of Part-time Nurse

Meeting: Mar 23, 2018 - Regular Meeting

Category: O. 3000 Professional Staff - Consent Agenda

Access: Public
Type: Action (Consent)

Recommended Action: Accept, with regret, the resignation of Kimberly Helling, Part-time Nurse, effective March 6, 2018.

Subject: 15. Part-Time Registered Nurse

Meeting: Mar 23, 2018 - Regular Meeting

Category: O. 3000 Professional Staff - Consent Agenda

Access: Public

Type: Action (Consent)

Recommended Action: Appoint Jaclyn O’Neill to the position of Part-Time Registered Nurse for the 2017-2018 school year at $39.00 per hour, not to exceed 28 hours per week, effective March 26, 2018.

Subject: 16. Substitute Teacher(s) $100 Per Day

Meeting: Mar 23, 2018 - Regular Meeting

Category: O. 3000 Professional Staff - Consent Agenda

Access: Public

Type: Action (Consent)

Recommended Action: Approve the following individual(s) to the position of Substitute Teacher(s) for the 2017-2018 school year at the rate of $100 per day, as needed:

<table>
<thead>
<tr>
<th>Alisha Shaev</th>
<th>Christine Parisi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patrick Ciriello</td>
<td></td>
</tr>
</tbody>
</table>

Administrative File Attachments
Substitute Teacher $100 Back Up.pdf (5 KB)

Subject: 17. Substitute Teacher(s) $85 Per Day

Meeting: Mar 23, 2018 - Regular Meeting

Category: O. 3000 Professional Staff - Consent Agenda

Access: Public

Type: Action (Consent)

Recommended Action: Approve the following individual(s) to the position of Substitute Teacher(s) for the 2017-2018 school year at the rate of $85 per day, as needed:

<table>
<thead>
<tr>
<th>Amy Bennett</th>
<th>Jessica Gabrielsen</th>
</tr>
</thead>
</table>

Administrative File Attachments
Substitute Teacher $85.pdf (5 KB)
Subject 18. Pre-Algebra Transitioning Committee

Meeting Mar 23, 2018 - Regular Meeting

Category O. 3000 Professional Staff - Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Approve the following teachers for the Transitioning 5th Grade Students to the Project Plus Pre-Algebra Course Committee: Mini Unit Planning for Mathematics at the stipend of $800 upon completion of mini units:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephen Rao</td>
<td>Ramtown</td>
</tr>
<tr>
<td>Nuala Yurgel</td>
<td>MSN</td>
</tr>
</tbody>
</table>

Subject 19. Middle School Science Curriculum Committee

Meeting Mar 23, 2018 - Regular Meeting

Category O. 3000 Professional Staff - Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Approve the following teachers for the Designing Lessons for Grade Level Units in Middle School Science Committee at the stipend of $800 upon completion of the lessons:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lillian Curran</td>
<td>MS South</td>
</tr>
<tr>
<td>Josh Langenberger</td>
<td>MS South</td>
</tr>
<tr>
<td>Danielle Gianelos</td>
<td>MSSouth</td>
</tr>
</tbody>
</table>

Subject 20. Middle School Science Curriculum Committee

Meeting Mar 23, 2018 - Regular Meeting

Category O. 3000 Professional Staff - Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Approve the following teachers for the Designing Assessments in Science at the Middle School Committee at the stipend of $400 upon completion of assessments:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lillian Curran</td>
<td>MS South</td>
</tr>
<tr>
<td>Josh Langenberger</td>
<td>MS South</td>
</tr>
<tr>
<td>Danielle Gianelos</td>
<td>MS South</td>
</tr>
</tbody>
</table>

Subject 21. Continuing Education Courses and Staff Members to Teach Courses
Award 1.0 CEU (Continuing Education Units) to the following staff members for completion of the course listed:

**The Mindful Educator (1.0 CEU)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Cory</td>
<td>Taunton</td>
</tr>
<tr>
<td>Melissa Croce</td>
<td>Middle School South</td>
</tr>
<tr>
<td>Skye Donzelli</td>
<td>Memorial</td>
</tr>
<tr>
<td>Jennifer Hardy-Wiessel</td>
<td>Itinerant</td>
</tr>
<tr>
<td>Melissa Mason</td>
<td>Middle School South</td>
</tr>
<tr>
<td>Aileen Mastowski</td>
<td>Middle School South</td>
</tr>
<tr>
<td>Bernadette Mastowski</td>
<td>Adelphia</td>
</tr>
<tr>
<td>Angela Papasso</td>
<td>Taunton</td>
</tr>
<tr>
<td>Erika Parker</td>
<td>Taunton</td>
</tr>
<tr>
<td>Theresa Sandull</td>
<td>Newbury</td>
</tr>
<tr>
<td>Jacquelyn Tennant</td>
<td>Taunton</td>
</tr>
<tr>
<td>Emily Tully</td>
<td>Griebling</td>
</tr>
<tr>
<td>Sarah-Ann Yersin</td>
<td>Itinerant</td>
</tr>
</tbody>
</table>

**Subject 22. Tuition Reimbursement**

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Tuition Cost</th>
<th>Tuition 50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephen Rao, Ramtown</td>
<td></td>
<td>$225.00</td>
<td>$113.00</td>
</tr>
<tr>
<td>EW 51182/EW 51183: Gamifying Learning with Schoology/Extend Your Learning (3 credits)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lindenwood University</td>
<td></td>
<td>$2,004.00</td>
<td>$1,002.00</td>
</tr>
<tr>
<td>MA in Instructional Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caryn Anderson, Central Office</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDL 710: Professional Portfolio Development (3 credits)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thomas Edison State University</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA in Educational Leadership/ School Business Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subject 23. New Teacher Mentor(s)**
Recommended Action

Appoint the following New Teacher Mentor(s) for the 2017-2018 school year:

<table>
<thead>
<tr>
<th>NEW TEACHER</th>
<th>MENTOR/SCHOOL</th>
<th>PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Molly Kahl-Winter</td>
<td>Tammy O’Gara/Ardena</td>
<td>$112.50</td>
</tr>
</tbody>
</table>

Subject

24. Classroom Observation(s)

Recommended Action

Approve the following list of individual(s) to complete their hourly classroom observation requirements in the Howell Township Public Schools:

<table>
<thead>
<tr>
<th>NAME</th>
<th>TIME</th>
<th>SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jahquin Robinson</td>
<td>March - May, 2018</td>
<td>Anne Erbe,</td>
</tr>
<tr>
<td>Ocean County Comm. College</td>
<td>50 Hours Observation</td>
<td>Adelphia</td>
</tr>
</tbody>
</table>

Administrative File Attachments

Student Observation Backup.pdf (55 KB)

Subject

25. First Reading Policy 3160

Recommended Action

Approve the first reading of Policy 3160, Physical Examination.

File Attachments

Policy 3160 Physical Examination.pdf (35 KB)

Subject

26. First Reading Regulation 3160

Meeting Mar 23, 2018 - Regular Meeting

Category O. 3000 Professional Staff - Consent Agenda

Access Public

Type Action (Consent)
<table>
<thead>
<tr>
<th>Type</th>
<th>Action (Consent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended Action</td>
<td>Approved the first reading of Regulation 3160, Physical Examination.</td>
</tr>
</tbody>
</table>

**File Attachments**

Reg 3160 Physical Examination NEW.pdf (49 KB)

<table>
<thead>
<tr>
<th>Subject</th>
<th>27. First Reading Policy 3437</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 23, 2018 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>O. 3000 Professional Staff - Consent Agenda</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Action (Consent)</td>
</tr>
<tr>
<td>Recommended Action</td>
<td>Approved the first reading of Policy 3437, Military Leave.</td>
</tr>
</tbody>
</table>

**File Attachments**

Policy 3437 Military Leave.pdf (32 KB)

<table>
<thead>
<tr>
<th>Subject</th>
<th>28. Workshop Registration and Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 23, 2018 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>O. 3000 Professional Staff - Consent Agenda</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Action (Consent)</td>
</tr>
<tr>
<td>Recommended Action</td>
<td>Authorize the registration and/or approval of applicable mileage for travel to the attached workshops in accordance with P.L. 2007c53 and Federal Office of Management and Budget Guidelines.</td>
</tr>
</tbody>
</table>

**P. 4000 Support Staff - Consent Agenda**

<table>
<thead>
<tr>
<th>Subject</th>
<th>1. Transfer of Central Office Secretary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 23, 2018 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>P. 4000 Support Staff - Consent Agenda</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Action (Consent)</td>
</tr>
<tr>
<td>Recommended Action</td>
<td>Approve the transfer of Amy Kazanjian, Grade III Central Office Secretary, to the position Grade II Central Office Secretary, effective May 1, 2018 or sooner, at Step 15, $64,000.00, prorated. (Replacing Mary Kinzel - Transfer)</td>
</tr>
</tbody>
</table>

**Administrative File Attachments**

4000 series back up (2).pdf (4 KB)
**Subject**

2. Central Office Secretary

**Meeting**
Mar 23, 2018 - Regular Meeting

**Category**
P. 4000 Support Staff - Consent Agenda

**Access**
Public

**Type**
Action

**Recommended Action**
Appoint Heather Kodran to the position of Central Office Secretary, Grade III, Step I, $40,000.00 prorated, effective April 16, 2018. *PENDING CRIMINAL HISTORY APPROVAL

---

**Subject**

3. Special Education Assistant

**Meeting**
Mar 23, 2018 - Regular Meeting

**Category**
P. 4000 Support Staff - Consent Agenda

**Access**
Public

**Type**
Action (Consent)

**Recommended Action**
Appoint Kimberly Casner to the position of Special Education Assistant at Land O'Pines for the 2017-2018 school year at $25,250.00, effective March 23, 2018. (Replacing J. Whitley - Resigned)

---

**Subject**

4. Substitute Teacher Assistant(s)

**Meeting**
Mar 23, 2018 - Regular Meeting

**Category**
P. 4000 Support Staff - Consent Agenda

**Access**
Public

**Type**
Action (Consent)

**Recommended Action**
Approve the following individual(s) to the position of Substitute Teacher Assistant(s) for the 2017-2018 school year at the rate of $9.00 per hour, as needed:

Annabelle Landfield

---

**Subject**

5. Substitute School Secretary(s)/Office Assistant(s)/Media Assistant(s)

**Meeting**
Mar 23, 2018 - Regular Meeting

**Category**
P. 4000 Support Staff - Consent Agenda

**Access**
Public
Type: Action (Consent)

Recommended Action: Approve the following individual(s) to the position of Substitute Secretary/Office Assistant/Media Assistant for the 2017-2018 school year at the rate of $58.50 per day, as needed:

Margaret Shaughnessy

Administrative File Attachments
Substitute Secretary Backup.pdf (4 KB)

Subject: 6. Appoint Hourly Custodian

Meeting: Mar 23, 2018 - Regular Meeting
Category: P. 4000 Support Staff - Consent Agenda
Access: Public
Type: Action (Consent)

Recommended Action: Motion to approve Jason Hammond to the position of Hourly Custodian for the 2017/2018 school year at an hourly rate of $13.38/hr. (pending criminal history approval)

Administrative File Attachments
March 21, 2018 - Hourly Custodian Back-Up.doc (23 KB)

Subject: 7. Retirement of Bus Driver

Meeting: Mar 23, 2018 - Regular Meeting
Category: P. 4000 Support Staff - Consent Agenda
Access: Public
Type: Action (Consent)

Recommended Action: Accept, with regret, the retirement of Corinne McCandless, Bus Driver, effective April 30, 2018.

Executive File Attachments
Retirement Letter - McCandless, C..pdf (212 KB)

Subject: 8. Retirement of Cafeteria Aide

Meeting: Mar 23, 2018 - Regular Meeting
Category: P. 4000 Support Staff - Consent Agenda
Access: Public
Type: Action (Consent)

Recommended Action: Accept, with regret, the retirement of Mary Ellen Motto, Cafeteria Aide, effective July 1, 2018.
**Subject**  
9. Resignation of Cafeteria Aide  

Meeting  
Mar 23, 2018 - Regular Meeting  

Category  
P. 4000 Support Staff - Consent Agenda  

Access  
Public  

Type  
Action (Consent)  

Recommended Action  
Accept with regret, the resignation of Mary Brody, Cafeteria Aide at Griebling School effective March 19, 2018.

**Subject**  
10. Cafeteria Aide  

Meeting  
Mar 23, 2018 - Regular Meeting  

Category  
P. 4000 Support Staff - Consent Agenda  

Access  
Public  

Type  
Action (Consent)  

Recommended Action  
Appoint the following individual(s) to the position of Cafeteria Aide at $9.00 per hour, effective March 26, 2018.

<table>
<thead>
<tr>
<th>NAME</th>
<th>SCHOOL</th>
<th>HOURS/DAY</th>
<th>REPLACING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Fullerton</td>
<td>Greenville</td>
<td>2.25</td>
<td>Susan LaBianca</td>
</tr>
</tbody>
</table>

**Subject**  
11. First Reading Policy 4160  

Meeting  
Mar 23, 2018 - Regular Meeting  

Category  
P. 4000 Support Staff - Consent Agenda  

Access  
Public  

Type  
Action (Consent)  

Recommended Action  
Approve the first reading of Policy 4160, Physical Examination.

File Attachments  
Policy 4160 Physical Examination.pdf (35 KB)

**Subject**  
12. First Reading Regulation 4160  

Meeting  
Mar 23, 2018 - Regular Meeting  

Category  
P. 4000 Support Staff - Consent Agenda  

Access  
Public  

Type  
Action (Consent)  

Recommended Action  
Approve the first reading of Regulation 4160, Physical Examination.
13. First Reading Policy 4437

Meeting: Mar 23, 2018 - Regular Meeting
Category: P. 4000 Support Staff - Consent Agenda
Access: Public
Type: Action (Consent)
Recommended Action: Approve the first reading of Policy 4437, Military Leave.

1. Out of District Placement - CPC Highpoint

Meeting: Mar 23, 2018 - Regular Meeting
Category: Q. 5000 Pupils - Consent Agenda
Access: Public
Type: Action (Consent)
Recommended Action: Approve the placement of a special education student to attend CPC Highpoint, Morganville, NJ, for the remainder of the 2017-2018 school year at a tuition rate of $64,710.00, effective March 12, 2018 (prorated).

2. Tuition Student - State Responsible

Meeting: Mar 23, 2018 - Regular Meeting
Category: Q. 5000 Pupils - Consent Agenda
Access: Public
Type: Action (Consent)
Recommended Action: Accept a State responsible special education tuition student (placed in a mentor group home in Howell) to attend our language/learning disabled program at Middle School South for the remainder of the 2017-2018 school year, effective February 12, 2018, at a tuition cost of $24,321.00 (prorated).

3. Affirm HIB Report

Meeting: Mar 23, 2018 - Regular Meeting
Category: Q. 5000 Pupils - Consent Agenda
Access: Public
**Type** Action (Consent)

**Recommended Action** Affirm Superintendent's recommendation on Harassment, Intimidation and Bullying findings reported at the February 21, 2018 Board Meeting.

**Subject** 4. First Reading Policy 5516.01

**Meeting** Mar 23, 2018 - Regular Meeting

**Category** Q. 5000 Pupils - Consent Agenda

**Access** Public

**Type** Action (Consent)

**Recommended Action** Approve the first reading of Policy 5516.01, Student Tracking Devices.

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**File Attachments**
- Policy 5516.01 Student Tracking Devices.pdf (26 KB)

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**R. 6000 Finances - Consent Agenda**

**Subject** 1. Transportation Route

**Meeting** Mar 23, 2018 - Regular Meeting

**Category** R. 6000 Finances - Consent Agenda

**Access** Public

**Type** Action (Consent)

**Recommended Action** Accept one (1) transportation route to Hartnett Transit Service, Inc., Lakewood as the lowest qualified quote for 1 lift vehicle, effective March 5, 2018 through May 4, 2018 for a total of 39 days, at a total per diem rate of $128.00, with a total of $4,992.00.

**File Attachments**
- 2018 TEMPORARY LIFT.pdf (13 KB)

---

**Subject** 2. Bills and Claims Submitted by Board Secretary

**Meeting** Mar 23, 2018 - Regular Meeting

**Category** R. 6000 Finances - Consent Agenda

**Access** Public
Recommended Action
Approve the payment of all bills and claims as shown for the periods 02-22-2018 to 02-23-2018, 02-24-2018 to 02-28-2018 and 03-01-2018 to 03-21-2018 that have been certified by the Board Secretary and filed in the Board Office.

Pursuant to N.J.A.C. 6:20-2:13, I certify that as of March 23, 2018 no budgetary line item account has obligations and payments, (contractual orders) which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8 and 18A:22-8.1.

Note: Each Board Member will recuse themselves from voting on any payment or portion of payment for reimbursement of expenses for routine, mandated or workshop related items.

Subject 3. January 2018 Board Secretary and Treasurer's Report

Meeting Mar 23, 2018 - Regular Meeting
Category R. 6000 Finances - Consent Agenda
Access Public

Recommended Action

File Attachments
January 2018 BSR.pdf (773 KB)
January 2018 Treasurer's Report.pdf (238 KB)

Subject 4. Monthly Transfers

Meeting Mar 23, 2018 - Regular Meeting
Category R. 6000 Finances - Consent Agenda
Access Public

Recommended Action
Approve the transfers for the month of January 2018.

File Attachments
January 2018 Transfers.pdf (299 KB)

Subject 5. Tentative Base Budget

Meeting Mar 23, 2018 - Regular Meeting
Category R. 6000 Finances - Consent Agenda
Access Public
BE IT RESOLVED to approve a 2018-2019 tentative school district budget for submission to the Department of Education as follows:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Budget</th>
<th>Local Tax Levy</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>117,224,924</td>
<td>73,908,669</td>
</tr>
<tr>
<td>Special Revenue Fund</td>
<td>1,975,948</td>
<td>0</td>
</tr>
<tr>
<td>Debt Service Fund</td>
<td>4,634,381</td>
<td>4,609,831</td>
</tr>
<tr>
<td><strong>Total Base Budget</strong></td>
<td><strong>123,835,253</strong></td>
<td><strong>78,518,500</strong></td>
</tr>
</tbody>
</table>

2. **Authorize Advertisement**

Authorize Board Secretary to advertise tentative budget in the New Jersey Advance Media (Newark Star Ledger) newspaper. Also distribute to the Asbury Park Press, Tri-Town News and Howell Times.

3. **Authorize Public Hearing**

Authorize Board Secretary to schedule a Public Hearing to be held at Howell Middle School North, 501 Squankum-Yellowbrook Road, Farmingdale, New Jersey on Wednesday, May 2, 2018 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2017-2018 School Year.

4. **Travel and Related Expense Reimbursement**

WHEREAS, the Howell 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, a Board of Education may establish, for regular district business travel only as defined in NJAC 6A:23A-1.2, an annual school year threshold of $1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, the maximum travel amount in the current school year is $100,000. The amount expended through February 2018 is $15,292.46; and

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A-7.3 et seq., as being necessary and unavoidable as noted on the approved Board of Education Out-of-District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3 et seq., to a maximum expenditure of $100,000 for all staff and board members.

The numbers are the tentative budget numbers and are subject to change.
Subject 7. Award Quote for Employee Assistance Program
Meeting Mar 23, 2018 - Regular Meeting
Category R. 6000 Finances - Consent Agenda
Access Public
Type Action (Consent)
Recommended Action Award Quote for Employee Assistance Program

Award Quote #3-18 Employee Assistance Program for the period of March 26, 2018 through March 25, 2021 to Preferred Behavioral Health Group, Brick, NJ, in the annual amount of $3,000.00 with a $110.00 per session cost on an as needed basis.

Subject 8. Award Quote District Bi-Fold Door Inspection and Repair
Meeting Mar 23, 2018 - Regular Meeting
Category R. 6000 Finances - Consent Agenda
Access Public
Type Action (Consent)
Recommended Action Award Quote District Bi-Fold Door Inspection and Repair

Award quote #1-18 District Bi-Fold Door Inspection & Repair to Guardian Gym Equipment, Nyack, NY, in the amount of $3,066.00, from March 26, 2018 through March 25, 2019 as the lowest qualified quote received.

File Attachments
Q1-18 Summary Sheet.pdf (62 KB)

Subject 9. Extend Bid for Boiler Cleaning
Meeting Mar 23, 2018 - Regular Meeting
Category R. 6000 Finances - Consent Agenda
Access Public
Type Action (Consent)
Recommended Action Extend Bid for Boiler Cleaning

Extend BID #4-16 Boiler Cleaning to Allied Boiler, Toms River, NJ, from July 1, 2018 through June 30, 2019 at no price increase.

Subject 10. Extend Contract for School Photography Services
Subject 11. Extend Agreement for Piano Tuning

Extend Quote #9-17 Piano Tuning, to Atlantic Piano Service, Wickatunk, NJ, from July 1, 2018 through June 30, 2019 at no price increase.

Subject 12. Extend Agreement for Geese Control Services

Extend Quote #3-17 Geese Control Services, to Geese Chasers, LLC, Mt. Laurel, NJ, from April 16, 2018 through April 15, 2019 at no price increase.

Subject 13. Extend Agreement for Uniform Services

Extend Quote #10-17 Uniform Services, to Specialty Graphics, Cherry Hill, NJ, from July 1, 2018 through June 30, 2019 at no price increase.

Subject 14. Extend Agreement for Pumping Services
Extend Quote #13-15 Pumping Services, to Old School Services, LLC, Lakewood, NJ, from July 1, 2018 through June 30, 2019 at no price increase.

**S. 7000 Properties - Consent Agenda**

<table>
<thead>
<tr>
<th>Subject</th>
<th>1. Donation to Greenville School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 23, 2018 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>S. 7000 Properties - Consent Agenda</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Action (Consent)</td>
</tr>
<tr>
<td>Recommended Action</td>
<td>Accept a donation to Greenville Elementary School from the Greenville PTO for the purchase of a Maker Space in the media center and computer lab for a total of $10,000.00.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>2. Donation to Greenville School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 23, 2018 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>S. 7000 Properties - Consent Agenda</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Action (Consent)</td>
</tr>
<tr>
<td>Recommended Action</td>
<td>Accept a donation to Greenville Elementary School from the Greenville PTO for the purchase of 1 Keyboard Notes &amp; Syllables Set and 1 Music-Go-Rounds of Alphadots Set for a total of $86.95.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>3. First Reading Policy 7300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 23, 2018 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>S. 7000 Properties - Consent Agenda</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Action (Consent)</td>
</tr>
<tr>
<td>Recommended Action</td>
<td>Approve the first reading of Policy 7300, Disposition of Property.</td>
</tr>
</tbody>
</table>

**File Attachments**

- Policy 7300 Disposition of Property.pdf (29 KB)

**T. 8000 Operations - Consent Agenda**
WHEREAS, the Howell Township Board of Education determines that the comments from the public portion of the Board Meetings will last 45 minutes, and

WHEREAS, the Board determines that the public comments portion will be conducted in accordance with Board Bylaw 0164.1, and individuals may be limited to 3 minutes each, and

NOW, THEREFORE, BE IT RESOLVED, that the Howell Township Board of Education will cease conducting business and the meeting will be open to the public at that time for a 45 minute period.
# X. Closing Items

<table>
<thead>
<tr>
<th>Subject</th>
<th>1. Additional Addenda Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 23, 2018 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>X. Closing Items</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Action</td>
</tr>
<tr>
<td>Recommended Action</td>
<td>Motion to ____________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>2. Adjournment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 23, 2018 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>X. Closing Items</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Action</td>
</tr>
<tr>
<td>Recommended Action</td>
<td>Motion to Adjourn</td>
</tr>
</tbody>
</table>

RONALD SANASAC  
Assistant Superintendent for  
Business Administration/Board Secretary