

**FREEHOLD TOWNSHIP BOARD OF EDUCATION**  
**May 23, 2017**  
**Regular Meeting Public 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 12, 2017, and in the News Transcript on January 18, 2017."
- III. Pledge of Allegiance
- IV. Roll Call
- V. Approval of Minutes
  - Regular Meeting Minutes and Executive Session Minutes of April 25, 2017
  - Regular Meeting Minutes and Executive session Minutes of May 9, 2017
- VI. Communications
- VII. President's Remarks
- VIII. Administrative Report
  - Bullying Investigation Report
  - American Legion's Essay Contest Winner
  - Elks Lodge's Essay Contest Winner
  - Barkalow and Eisenhower Competition Band – Music in the Parks
  - Eisenhower Fire Bowl Winners
- IX. Public Participation
- X. Board Reports and Actions
  - A. Personnel/Policies/Communications Committee – Michelle Lambert, Chairperson**  
**Committee Members: Jason Levy, Kay Holtz**  
**Administrative Liaison: Neal Dickstein**

**BULLYING INVESTIGATION REPORT**

- 1. The Superintendent recommends approval to accept the bullying investigation reports received from May 5, 2017 through May 19, 2017.

**RETIREMENT**

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

NAME: Susan Simonik  
 POSITION: Teacher – Catena Elementary School  
 POSITION CONTROL #: 1001-020-IS-027  
 ACCOUNT #: 11-120-100-101-10  
 EFFECTIVE: June 30, 2017

## RESIGNATION

3. The Superintendent recommends approval to accept the resignation of the following staff member for the 2016-2017 school year:

NAME: Samuel Quintino  
 POSITION: Teacher Assistant – Donovan Elementary School  
 POSITION CONTROL #: 9101-026-TA-13  
 ACCOUNT #: 11-213-100-106-10  
 EFFECTIVE: June 16, 2017

## NEW EMPLOYMENT

4. The Superintendent recommends approval to issue a contract to the following staff members for the 2016-2017 and 2017-2018 school years. 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: Alyson Williams  
 POSITION: Executive Secretary to Business Administrator  
 SALARY: \$62,000.00  
 ACCOUNT #: 11-000-251-100-10  
 EFFECTIVE: June 26, 2017 through June 30, 2018

NAME: Traci Ambrose  
 POSITION: Principal's Secretary – Eisenhower Middle School  
 SALARY: \$47,157.00 GUIDE: Secretary STEP: 2  
 ACCOUNT #: 11-000-240-105-10  
 EFFECTIVE: July 1, 2017 through June 30, 2018

## LEAVE OF ABSENCE 2016-2017

5. The Superintendent recommends approval of the leave of absence of the following staff member for the 2016-2017 school year:

NAME: Stephanie Curcic  
 POSITION: Teacher – Eisenhower Middle School  
 POSITION CONTROL #: 2405-024-IS-010  
 ACCOUNT #: 11-213-100-101-10  
 UNPD NJ/FED FMLA: June 7, 2017 through June 22, 2017  
 UNPD LEAVE: June 23, 2017 through June 30, 2017

## LEAVES OF ABSENCE 2017/2018

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

NAME: Julianna Giglio  
 POSITION: Teacher – Errickson Elem. School  
 POSITION CONTROL #: 1001-025-IS-32  
 ACCOUNT #: 11-213-100-101-10  
 UNPD NJ/FED FMLA: September 1, 2017 through September 29, 2017

NAME: Nicole Valenti  
 POSITION: Teacher – Errickson Elem. School  
 POSITION CONTROL #: 1001-025-IS-33  
 ACCOUNT #: 11-213-100-101-10  
 UNPD NJ/FED FMLA: September 1, 2017 through October 10, 2017  
 UNPD NJ FMLA: October 11, 2017 through October 31, 2017

NAME: Alyssa Cohen  
 POSITION: Teacher – West Freehold Elem. School  
 POSITION CONTROL #: 1001-030-IS-002  
 ACCOUNT #: 11-120-100-101-10  
 UNPD NJ/FED FMLA: September 1, 2017 through November 3, 2017

NAME: Jennah Rihacek  
 POSITION: Teacher – Applegate Elem. School  
 POSITION CONTROL #: 1103-021-IS-002  
 ACCOUNT #: 11-110-100-101-10  
 UNPD NJ/FED FMLA: September 1, 2017 through December 5, 2017  
 UNPD LEAVE: December 6, 2017 through January 31, 2018

NAME: Katie Bruno  
 POSITION: Teacher – West Freehold Elem. School  
 POSITION CONTROL #: 1001-030-IS-005  
 ACCOUNT #: 11-120-100-101-10  
 UNPD LEAVE: September 1, 2017 through January 31, 2018

NAME: Hallie Hinchliffe  
 POSITION: Teacher – Catena Elem. School  
 POSITION CONTROL #: 1001-020-IS-012  
 ACCOUNT #: 11-213-100-101-10  
 UNPD LEAVE: September 1, 2017 through January 31, 2018

NAME: Megan Tyrrell  
 POSITION: Teacher – Applegate Elem. School  
 POSITION CONTROL #: 1001-021-IS-37  
 ACCOUNT #: 11-213-100-101-10  
 UNPD LEAVE: September 1, 2017 through January 31, 2018

NAME: Anne Kuras  
 POSITION: Supervisor – West Freehold School  
 POSITION CONTROL #: 0303-030-SADMIN-01  
 ACCOUNT #: 11-000-221-102-10  
 UNPD NJ/FED FMLA: July 1, 2017 through August 14, 2017  
 UNPD LEAVE: August 15, 2017 through August 31, 2017

#### HONORARIA 2016-2017

7. The Superintendent recommends approval of the following PTO honoraria for the 2016-2017 school year:

| <b>NAME</b>  | <b>ACTIVITY</b> | <b>SCHOOL</b> | <b>AMOUNT</b> |
|--------------|-----------------|---------------|---------------|
| Cathy Creech | Robotics Club 1 | JJC           | \$1,000.00    |
| Cathy Creech | Robotics Club 2 | JJC           | \$1,000.00    |

## HONORARIA 2017-2018

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

| <b>NAME</b>       | <b>ACTIVITY</b>  | <b>SCHOOL</b> | <b>AMOUNT</b> |
|-------------------|------------------|---------------|---------------|
| Martin Tansey     | Academic Team    | CTB           | \$3,000.00    |
| Peg Hall          | Academic Support | CTB           | \$2,000.00    |
| Lisa Marotta      | Student Council  | CTB           | \$4,000.00    |
| Daniel Crawford   | Band             | CTB           | \$3,000.00    |
| Leah Curatolo     | Drama            | CTB           | \$3,000.00    |
| Courtney Colford  | Drama Assistant  | CTB           | \$2,000.00    |
| Tara Kriete       | Yearbook         | CTB           | \$4,000.00    |
| Peg Hall          | Peer Leadership  | CTB           | \$2,000.00    |
| Deidre Hegt       | Peer Leadership  | CTB           | \$2,000.00    |
| Elizabeth Sleight | Chorus           | CTB           | \$3,000.00    |
| Kristen Fossa     | STEM Club        | CTB           | \$ 500.00*    |
| Tara Kriete       | STEM Club        | CTB           | \$ 500.00*    |

\*indicated shared honorarium

## RATIFY - CPI TRAINERS

9. The Superintendent recommends ratifying the following staff member to work as a CPI trainer for the 2015-2016 school year

| <b>NAME</b>   | <b>AMOUNT</b> |
|---------------|---------------|
| Kaitlin Flinn | \$250.00      |

10. The Superintendent recommends ratifying the following staff members to work as CPI trainers for the 2016-2017 school year:

| <b>NAME</b>      | <b>AMOUNT</b> |
|------------------|---------------|
| Kaitlin Flinn    | \$500.00      |
| Christine Cleffi | \$500.00      |
| Ryan Eichner     | \$500.00      |
| Jennifer Maher   | \$500.00      |

## RATIFY AFTER SCHOOL MONITOR

11. The Superintendent recommends ratifying the following staff members to serve as a district monitor at the district's monitoring rate for the 2016-2017 school year:

Karen Nightingale  
Jade Yelk

## RATIFYING – CLASS COVERAGE

12. 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 for the 2016-2017 school year:

Dana Turner  
Christen Wyrwa

## RESCIND EXTENDED SCHOOL YEAR STAFF

13. The Superintendent recommends rescinding approval for the following staff member for the 2017 extended school year program

Samuel Quintino

EXTENDED SCHOOL YEAR STAFF

14. The Superintendent recommends approval for the following staff members for the 2017 extended school year program at the prevailing curriculum rate for the certified staff and hourly rate for the support staff unless otherwise noted below:

| <b>Name</b>         | <b>Position</b>    |
|---------------------|--------------------|
| Cardone, Kathy      | Substitute Nurse   |
| Basso, Geena        | Substitute Teacher |
| Bergen, Laura       | Substitute Teacher |
| Fonte, Judy         | Substitute Teacher |
| Jahoda, Kathleen    | Substitute Teacher |
| Lewis, Mary Ann     | Substitute Teacher |
| Monteforte, Candace | Substitute Teacher |
| Neron, Victoria     | Substitute Teacher |
| Posner, Leah        | Substitute Teacher |
| Schreck, Cristina   | Substitute Teacher |
| Segarra, Carla      | Substitute Teacher |
| Seward, Samantha    | Substitute Teacher |
| Yelk, Jade          | Substitute Teacher |
| Basso, Geena        | Substitute TA      |
| Bergen, Laura       | Substitute TA      |
| Besmanoff, Marsha   | Substitute TA      |
| Dermon, Marcia      | Substitute TA      |
| Donahoe, Pamela     | Substitute TA      |
| Feldman, Natalia    | Substitute TA      |
| Finn, Karen         | Substitute TA      |
| Fonte, Judy         | Substitute TA      |
| Jahoda, Kathleen    | Substitute TA      |
| Lewis, Mary         | Substitute TA      |
| Monteforte, Candace | Substitute TA      |
| Neron, Victoria     | Substitute TA      |
| Posner, Leah        | Substitute TA      |
| Reed, Maureen       | Substitute TA      |
| Romanzi, Christine  | Substitute TA      |
| Sammy, Christopher  | Substitute TA      |
| Schreck, Cristina   | Substitute TA      |
| Segarra, Carla      | Substitute TA      |
| Seward, Samantha    | Substitute TA      |
| Weiss, Debra        | Substitute TA      |
| Yelk, Jade          | Substitute TA      |
| Cordiner, Carol     | Substitute TA      |

ESY VOLUNTEERS

15. The Superintendent recommends approval of the following volunteers for the 2017 Extended School Year program:

|                     |                     |
|---------------------|---------------------|
| Thomas Vietoris     | Connor Latona       |
| Lindsay Auerbach    | Jaidyn Schaer       |
| Hayley Geiger       | Melanie Amoroso     |
| Tyler Raboy         | Cassie Laricy       |
| Gabriella Verbolini | Jaycie Silverman    |
| Monique Amoroso     | Brandon Kane        |
| Brett Pfister       | Megan Grimshaw      |
| Paige Babino        | Samantha Zuccarelli |

|                 |                    |
|-----------------|--------------------|
| Taylor Capone   | Adrianna Verzolini |
| Karlie Ives     | Olivia Assenza     |
| Gregory Solla   | Sophia Bonavolonta |
| Gillian Solla   | Melissa Soccodato  |
| Gianna Gagliano | Elizabeth Mays     |
| Sahilyay Yadav  | Michael Galanaugh  |

## SUMMER WORK

16. The Superintendent recommends approval for the following staff members to work during the summer effective July 1, 2017 through September 1, 2017:

| <b>NAME</b>            | <b>ASSIGNMENT</b> | <b>AMOUNT</b>    |
|------------------------|-------------------|------------------|
| Jason Moran            | Lead Painter      | \$16.50 per hour |
| Robert Caputo          | Painter           | \$12.00 per hour |
| Michael Benjamino      | Painter           | \$12.00 per hour |
| James Brethauer        | Painter           | \$12.00 per hour |
| Michael Oppen          | Grounds           | \$12.00 per hour |
| Christopher Tramontana | Grounds           | \$12.00 per hour |
| Kelly Oppen            | Custodial         | \$12.00 per hour |
| Leslie Mahon           | Custodial         | \$12.00 per hour |
| Sean Lang              | Custodial         | \$12.00 per hour |
| Kathleen Ernst         | Custodial         | \$12.00 per hour |

## SUMMER EVALUATIONS

17. The Superintendent recommends approval for the following staff members to work July 1, 2017 through August 31, 2017, to conduct summer evaluations and initial referrals, not to exceed four hours per case, for the Child Study Team, at the hourly contracted rate and additional time for attendance at IEP meetings at the district meeting rate:

Stacey Reha – Speech  
 Michele Coogan – Speech  
 Suzanne Caracappa – Physical Therapy  
 Andrea Block – Occupational Therapy  
 Diane Bucci – Occupational Therapy

## ESL EVALUATIONS

18. The Superintendent recommends approval for the following staff members to work July 1, 2017 through August 31, 2017, to conduct summer ESL evaluations at the curriculum rate:

Elisa Elman  
 Elizabeth Wood  
 Jessica Perez  
 Donna Buhl

## CURRICULUM COMMITTEES

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

**Grade 3 Report Card – maximum 20 hours each**

- Alisha Galli
- Melissa Pasola

**Grade 4 Report Card – maximum 20 hours each**

- Melissa Dansberry
- Debbie Wilson

**District Data Toolkit – maximum 15 hours each**

- Matthew Finucane
- Colleen LaSalle
- Monica Hittinger

**Grades K-4 Digital Portfolio – maximum 10 hours each at the curriculum rate and an additional 5 hours each at the Meeting/Training/Monitoring rate**

- Taylor Potts
- Natalie Levine
- Terese Gerula
- Angela Piscitelli
- Jamie Gilmartin

**Kindergarten ELA – maximum 30 hours each**

- Lindsay Chiera
- Laurie Pearce
- Jen Carson

**PK – 3 Early Literacy/Intervention Committee – maximum 10 hours each at the Meeting/Training/Monitoring rate**

- Kim Nesci
- Lara Summonte
- Jodi Cocchiola
- Cheryl Drinkuth
- Lindsay Chiera
- Lisa Henricks
- Kathleen Jahoda
- Jen Harmon
- Leanne Mercadante
- Christine Layne

**Middle School ELA – maximum 15 hours each**

- Janiece Kirton
- Leslie Rubins
- Lisa Marotta
- Christen Wyrwa

**Project Engage Grades K-2 Math – maximum 5 hours each**

- Kathleen Jahoda
- Stephanie Bacchetta
- Christne Layne

**CERTIFIED SUBSTITUTES**

20. The Superintendent recommends approval of the following persons to substitute for the eight schools in the district for the 2016-2017 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.

Thomas Zytko  
Nevine Gaballah

## SUPPORT STAFF SUBSTITUTES

21. The Superintendent recommends approval of the following persons to substitute for the eight schools in the district for the 2016-2017 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> |
|--------------------------|-------------------------------|----------------------------|
| Nevine Gaballah          | Nevine Gaballah               | Nevine Gaballah            |
| Renee Mendez             | Renee Mendez<br>Traci Ambrose | Renee Mendez               |

Nurse  
Karen Rogers

## SECOND READING POLICY

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

Policy  
5111.01 Tuition for Non-Resident Students

## RATIFY TRAINING COSTS TO TITLE II

23. The Superintendent recommends ratification of the following teachers who provided training or attended training to be charged to the Title II grant, account # 20-270-100-100-45-000 as follows:

| Date       | Trainee Name           | Cost      | % of Cost |
|------------|------------------------|-----------|-----------|
| 2/22/2017  | Joelle Nappi           | \$ 102.56 | 100       |
| 1/12/2017  | Joelle Nappi           | \$ 102.56 | 100       |
| 1/26/2017  | Joelle Nappi           | \$ 51.28  | 100       |
| 1/5/2017   | Joelle Nappi           | \$ 102.56 | 100       |
| 12/9/2016  | Chrissy Filozof        | \$ 51.28  | 100       |
| 12/12/2016 | Chrissy Filozof        | \$ 51.28  | 100       |
| 1/6/2017   | Chrissy Filozof        | \$ 51.28  | 100       |
| 1/9/2017   | Chrissy Filozof        | \$ 51.28  | 100       |
| 2/10/2017  | Chrissy Filozof        | \$ 51.28  | 100       |
| 2/13/2017  | Chrissy Filozof        | \$ 51.28  | 100       |
| 2/22/2017  | Chrissy Filozof        | \$ 51.28  | 100       |
| 2/23/2017  | Chrissy Filozof        | \$ 51.28  | 100       |
| 3/2/2017   | Chrissy Filozof        | \$ 51.28  | 100       |
| 3/6/2017   | Chrissy Filozof        | \$ 51.28  | 100       |
| 12/9/2016  | Sarah Strazella        | \$ 51.28  | 100       |
| 12/12/2016 | Sarah Strazella        | \$ 51.28  | 100       |
| 1/6/2017   | Sarah Strazella        | \$ 51.28  | 100       |
| 1/9/2017   | Sarah Strazella        | \$ 51.28  | 100       |
| 2/10/2017  | Sarah Strazella        | \$ 51.28  | 100       |
| 2/13/2017  | Sarah Strazella        | \$ 51.28  | 100       |
| 2/22/2017  | Sarah Strazella        | \$ 51.28  | 100       |
| 2/23/2017  | Sarah Strazella        | \$ 51.28  | 100       |
| 3/2/2017   | Sarah Strazella        | \$ 51.28  | 100       |
| 3/6/2017   | Sarah Strazella        | \$ 51.28  | 100       |
| 12/13/2016 | Elizabeth Kradjel Wood | \$ 102.56 | 100       |



|            |                                |           |     |
|------------|--------------------------------|-----------|-----|
| 1/5/2017   | Elizabeth Kradjel Wood         | \$ 51.28  | 100 |
| 1/11/2017  | Elizabeth Kradjel Wood         | \$ 205.12 | 100 |
| 12/13/2016 | Jessica Perez                  | \$ 102.56 | 100 |
| 1/5/2017   | Jessica Perez                  | \$ 51.28  | 100 |
| 1/11/2017  | Jessica Perez                  | \$ 205.12 | 100 |
| 12/13/2016 | Elisa Elman                    | \$ 102.56 | 100 |
| 1/5/2017   | Elisa Elman                    | \$ 51.28  | 100 |
| 1/11/2017  | Elisa Elman                    | \$ 205.12 | 100 |
| 7/13/2016  | Kelly McDow                    | \$ 102.56 | 100 |
| 7/13/2016  | Jennifer Makaro                | \$ 102.56 | 100 |
| 7/13/2016  | Clare Duffy                    | \$ 102.56 | 100 |
| 7/13/2016  | Natalie Levine                 | \$ 76.92  | 100 |
| 7/13/2016  | Kathy Reed                     | \$ 89.74  | 100 |
| 7/13/2016  | Maryellen Murphy               | \$ 25.64  | 100 |
| 7/13/2016  | Janiece Kirton                 | \$ 51.28  | 100 |
| 7/13/2016  | Susan Flickinger               | \$ 25.64  | 100 |
| 6/13/2016  | Katie Blessing                 | \$ 102.56 | 100 |
| 7/13/2016  | Mandy Berkowitz                | \$ 102.56 | 100 |
| 7/13/2016  | Deborah Dombrowski             | \$ 25.64  | 100 |
| 7/13/2016  | Meghan Soheily                 | \$ 102.56 | 100 |
| 7/13/2016  | Elaine Gardner                 | \$ 102.56 | 100 |
| 7/13/2016  | Amy VanDerStad                 | \$ 102.56 | 100 |
| 7/13/2016  | John Krupp                     | \$ 102.56 | 100 |
| 7/13/2016  | Linda Travia                   | \$ 102.56 | 100 |
| 7/13/2016  | Margaret Hall                  | \$ 102.56 | 100 |
| 7/13/2016  | Christen Wyrwa                 | \$ 102.56 | 100 |
| 7/13/2016  | Erin Fischer                   | \$ 102.56 | 100 |
| 7/13/2016  | Leslie Rubins                  | \$ 102.56 | 100 |
| 7/13/2016  | Lorriane Domini                | \$ 25.64  | 100 |
| 7/13/2016  | Dan Cugini                     | \$ 25.64  | 100 |
| 7/13/2016  | Lisa Marotta                   | \$ 25.64  | 100 |
| 7/13/2016  | Laura Bergen                   | \$ 25.64  | 100 |
| 7/13/2016  | Angela Piscitelli              | \$ 102.56 | 100 |
| 7/13/2016  | Christina Murphy               | \$ 102.56 | 100 |
| 7/13/2016  | Geena Basso                    | \$ 102.56 | 100 |
| 7/13/2016  | Deborah Roberts<br>Marcantonio | \$ 102.56 | 100 |
| 7/13/2016  | Karen Finn                     | \$ 102.56 | 100 |
| 7/13/2016  | Carmela Katz                   | \$ 102.56 | 100 |
| 8/3/2016   | Esta Castell                   | \$ 128.20 | 100 |
| 8/3/2016   | Brigid Logan                   | \$ 128.20 | 100 |
| 8/3/2016   | Amy VanDerStad                 | \$ 128.20 | 100 |
| 8/3/2016   | Deborah Wilson                 | \$ 102.56 | 100 |
| 8/4/2016   | Denyel Andrews                 | \$ 128.20 | 100 |
| 8/5/2016   | Denyel Andrews                 | \$ 128.20 | 100 |
| 8/4/2016   | Michael Dilworth               | \$ 128.20 | 100 |
| 8/5/2016   | Michael Dilworth               | \$ 128.20 | 100 |
| 8/4/2016   | Erin Fischer                   | \$ 25.64  | 100 |
| 8/5/2016   | Erin Fischer                   | \$ 102.56 | 100 |
| 8/4/2016   | Geena Basso                    | \$ 128.20 | 100 |
| 8/5/2016   | Geena Basso                    | \$ 128.20 | 100 |
| 8/4/2016   | Melissa Charles                | \$ 128.20 | 100 |
| 8/5/2016   | Melissa Charles                | \$ 128.20 | 100 |

|           |                     |           |     |
|-----------|---------------------|-----------|-----|
| 8/5/2016  | Jennifer Howard     | \$ 128.20 | 100 |
| 8/4/2016  | Karen Finn          | \$ 128.20 | 100 |
| 8/5/2016  | Karen Finn          | \$ 128.20 | 100 |
| 8/4/2016  | Robyn Ioviero       | \$ 128.20 | 100 |
| 8/5/2016  | Robyn Ioviero       | \$ 128.20 | 100 |
| 8/5/2016  | Amanda Baudo        | \$ 128.20 | 100 |
| 8/5/2016  | Denise Snow         | \$ 128.20 | 100 |
| 8/5/2016  | Denise Snow         | \$ 128.20 | 100 |
| 8/4/2016  | Brianne Holleran    | \$ 128.20 | 100 |
| 8/5/2016  | Brianne Holleran    | \$ 128.20 | 100 |
| 8/4/2016  | Nina Codispoti      | \$ 128.20 | 100 |
| 8/5/2016  | Nina Codispoti      | \$ 128.20 | 100 |
| 8/4/2016  | Laura Bergen        | \$ 128.20 | 100 |
| 8/5/2016  | Laura Bergen        | \$ 128.20 | 100 |
| 8/4/2016  | Jan Caputo          | \$ 128.20 | 100 |
| 8/5/2016  | Jan Caputo          | \$ 128.20 | 100 |
| 8/4/2016  | Brigid Logan        | \$ 128.20 | 100 |
| 8/5/2016  | Brigid Logan        | \$ 128.20 | 100 |
| 8/5/2016  | Marisa Marino       | \$ 128.20 | 100 |
| 8/5/2016  | Marisa Marino       | \$ 128.20 | 100 |
| 8/4/2016  | Jamie Gilmartin     | \$ 128.20 | 100 |
| 8/5/2016  | Jamie Gilmartin     | \$ 128.20 | 100 |
| 8/4/2016  | Maureen Milchuck    | \$ 51.28  | 100 |
| 8/5/2016  | Maureen Milchuck    | \$ 128.20 | 100 |
| 8/4/2016  | Laura O'Brien       | \$ 128.20 | 100 |
| 8/5/2016  | Laura O'Brien       | \$ 51.28  | 100 |
| 8/16/2017 | Allison Dutka       | \$ 128.20 | 100 |
| 8/17/2016 | Allison Dutka       | \$ 128.20 | 100 |
| 8/16/2016 | Alexandra LaBarbara | \$ 76.92  | 100 |
| 8/29/2016 | Alexandra LaBarbara | \$ 256.40 | 100 |
| 8/29/2016 | Diana Lewkowicz     | \$ 128.20 | 100 |
| 8/30/2016 | Diana Lewkowicz     | \$ 128.20 | 100 |
| 8/29/2016 | Bonniejoy Marini    | \$ 128.20 | 100 |
| 8/30/2016 | Bonniejoy Marini    | \$ 128.20 | 100 |
| 8/29/2016 | Marisa Marino       | \$ 128.20 | 100 |
| 8/30/2016 | Marisa Marino       | \$ 128.20 | 100 |
| 8/29/2016 | Mary Pat Riordan    | \$ 128.20 | 100 |
| 8/29/2016 | Mary Pat Riordan    | \$ 128.20 | 100 |
| 8/29/2016 | Jessica Pagenkopf   | \$ 128.20 | 100 |
| 8/30/2016 | Jessica Pagenkopf   | \$ 128.20 | 100 |
| 8/29/2016 | Rachel Reed         | \$ 128.20 | 100 |
| 8/30/2016 | Rachel Reed         | \$ 128.20 | 100 |
| 9/14/2016 | Jennifer Carson     | \$ 153.84 | 100 |
| 9/16/2016 | Jennifer Carson     | \$ 102.56 | 100 |
| 9/17/2016 | Lindsay Chiera      | \$ 153.84 | 100 |
| 9/19/2016 | Lindsay Chiera      | \$ 102.56 | 100 |
| 9/17/2016 | Deborah Wilson      | \$ 153.84 | 100 |
| 9/19/2016 | Deborah Wilson      | \$ 102.56 | 100 |
| 9/2/2016  | Terese Gerula       | \$ 51.28  | 100 |
| 9/3/2016  | Terese Gerula       | \$ 51.28  | 100 |

**B. Curriculum/Staff Development Committee – Dan DiBlasio, Chairperson**  
**Committee Members: Chris Marion, Elena O’Sullivan**  
**Administrative Liaison: Pam Haimer**

STUDENT TEACHER PLACEMENT

1. The Superintendent recommends approval of the following student teacher and practicum placements for the 2017-2018 school year:

| STUDENT                                  | COOPERATING STAFF                 | DATES             |
|--|-----------------------------------|-------------------|
| Kevin Summonte<br>(Monmouth University)  | Mike Benjamino                    | 9/5/17 – 12/15/17 |
| Claudia Horowitz<br>(Capella University) | Diana Whille/<br>Courtney Colford | 1/8/18 – 5/30/18  |

HOME INSTRUCTION

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

Student: 1394160639  
 School: CTBS  
 Tutors: Education, Inc.  
 Cost: \$49/hour – not to exceed 10 hours per week  
 Start Date: 5/11/17  
 End Date: TBD

Student: 4178239435  
 School: CTBS  
 Tutors: Delta T Group  
 Cost: \$40/hour – not to exceed 10 hours per week  
 Start Date: 5/1/17  
 End Date: TBD

**C. Finance/Facilities/Transportation Committee – Edward Hudak, Chairperson**  
**Committee Member: Michael Amoroso, Jennifer Patten**  
**Administrative Liaison: Robert DeVita**

**APPOINTMENTS AND SIGNATORIES**

LEGAL DEPOSITORIES

1. The Superintendent recommends authorization that the following agency be named as legal depository for funds of the Freehold Township Board of Education for the 2017-2018 school year:

The Provident Bank

PETTY CASH ACCOUNTS

2. The Superintendent recommends approval of the following petty cash accounts for the 2017-2018 school year:

| Account                         | Amount  |
|---------------------------------|---------|
| Business Office                 | \$1,500 |
| Elementary School               | \$ 500  |
| Early Childhood Learning Center | \$ 500  |
| Middle School                   | \$ 900  |

## SIGNATORIES

3. The Superintendent recommends that the following signatories be approved for the accounts listed below for the 2017-2018 school year:

| Account   | Bank               | Signatory  |
|---|--------------------|--|
| General   | The Provident Bank | Board President, Business Administrator/Board Secretary and Chief School Administrator |
| Food Service  | The Provident Bank | Business Administrator/Board Secretary   |
| Payroll Agency  | The Provident Bank | Business Administrator/Board Secretary and Chief School Administrator                  |
| Payroll   | The Provident Bank | Business Administrator and Chief School Administrator                                  |
| Unemployment  | The Provident Bank | Business Administrator/Board Secretary   |
| Student Activity<br>CTBS, DDES  | The Provident Bank | Principal and Assistant Principal  |
| Petty Cash<br>CRAS  | The Provident Bank | Principal  |
| Petty Cash<br>CTBS, DDES  | The Provident Bank | Principal or Assistant Principal   |
| Petty Cash<br>ECLC  | The Provident Bank | Principal  |
| Petty Cash<br>Board of Education  | The Provident Bank | Business Administrator/Board Secretary   |
| The Freehold<br>Township Board of<br>Education FSA<br>Reimbursement Acct. | The Provident Bank | Business Administrator/Board Secretary   |
| Investment Accounts   | The Provident Bank | Business Administrator/Board Secretary   |

## INSURANCE CONSULTANTS

4. The Superintendent recommends approval to appoint Gallagher O’Gorman & Young, 707 State Road, PO Box 83, Princeton, NJ 08542 as consultant for health and dental insurance for the period of July 1, 2017 – June 30, 2018, as per N.J.S.A. 18A-5(10).
5. The Superintendent recommends approval to appoint Gallagher O’Gorman & Young Insurance, 707 State Road, P.O. Box 83, Princeton, NJ 08542 as consultant for property & casualty, bond coverage, workers compensation and workers compensation excess coverage as per N.J.S.A. 18A-5(10) for the period July 1, 2017 – June 30, 2018.

## RETIREMENT SAVINGS PROGRAM

6. The Superintendent recommends offering staff members the ability to participate with the following vendors in a 403(b) Retirement Savings Program: AIG/Valic, AXA Equitable, Great American Financial, Legend Equities Corporation, MetLife, Security Benefit Corporation, Lincoln Investment, Vanguard and Supplemental Annuity Collective Trust Fund of New Jersey, for the 2017-2018 school year.
7. The Superintendent recommends offering staff members the ability to participate with the following vendors in a 457(b) Deferred Compensation Plan: AXA Equitable, Great American Financial, Legend Equities Corporation, MetLife, Security Benefit Corporation, and Lincoln Investment, for the 2017-2018 school year.

## ANNUAL APPOINTMENTS

8. The Superintendent recommends approval of the appointment of the Superintendent of Schools as the district's LEA representative with authorization to file applications and accept grants for federal and state funds on behalf of the Board of Education for the 2017-2018 school year.
9. The Superintendent recommends approval of the appointment of Neal Dickstein, Assistant Superintendent of Human Resources/Technology as the Title IX Coordinator, as the Affirmative Action Officer, as the DYFS Liaison, as the 504 Officer, as the District Attendance Officer, as the County Homeless Liaison, District Anti-Bullying Coordinator, as the English as a Second Language representative, and as the district's NCLB Contact Person for the 2017-2018 school year.
10. The Superintendent recommends approval of the appointment of Courtney Colford, School Counselor, as the Substance Assistance Coordinator for the 2017-2018 school year.
11. The Superintendent recommends approval of the appointment of Ilene Tepper as Assistant Board Secretary for the 2017-2018 school year.
12. The Superintendent recommends approval of the appointment of Robert DeVita, Business Administrator, as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, accountability of the purchasing activity with a bid threshold of \$40,000 for the 2017-2018 school year.
13. The Superintendent recommends approval of the appointment of Robert DeVita, Business Administrator, as School Funds Investor as pursuant to 17:12B-241 with the authorization to purchase and sell the following types of securities for the 2017-2018 school year:
  - Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America
  - Government money market mutual funds
  - Any obligation that a federal agency or federal instrumentality has issued in accordance with an Act of Congress, which security has a maturity date not greater than 397 days from the date of purchase
  - Bonds or other obligations of the school district or bonds or other obligations of the local unit/units within which the school district is located
  - Bonds or other obligations, having a maturity date of not more than 397 days from the date of purchase, approved by the Division of Investment in the Department of Treasury for investment by school districts
  - Local government investment pools
  - Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4)
  - Agreements for the repurchase of fully collateralized securities
14. The Superintendent recommends approval of the Chief School Administrator preparing the monthly reconciliation of bank account statements, and in conjunction with the secretary, take any steps necessary to bring the cash record balance and reconciled bank balance into agreement prior to completion of the secretary's monthly report, for the 2017-2018 school year.
15. The Superintendent recommends approval of the appointment of Paul Rowan, Educational Facilities Manager, as the district's Right to Know Officer, as the AHERA Representative, as the Chemical Hygiene Officer, as the Asbestos Management Officer, as the Toxic Hazard Preparedness Officer, Integrated Pest Management

Coordinator, Indoor Air Quality Designee, and as the ADA Coordinator for the 2017-2018 school year.

16. The Superintendent recommends approval of checks generated by the payroll system with the pre-signed signature of the Superintendent and Board Secretary for the 2017-2018 school year.
17. The Superintendent recommends approval of the Business Administrator/Board Secretary to approve payment of claims as per board policy prior to presentation to the Board of Education for the 2017-2018 school year.
18. The Superintendent recommends approval of Wilentz, Goldman & Spitzer, P.A. as Bond Counsel for the 2017-2018 school year.

#### UNIFORM MINIMUM CHART OF ACCOUNTS

19. The Superintendent recommends approval to authorize the Uniform Minimum Chart of Accounts for the New Jersey Public Schools for the 2017-2018 school year.

#### BOARD ATTORNEY

20. The Superintendent recommends approval to appoint the firm of Kenney, Gross, Kovats, & Parton, 130 Maple Avenue/Building 8, P.O. Box 8610, Red Bank, NJ, as Board Attorney as per N.J.S.A. 18A-5(1) for the period July 1, 2017 – June 30, 2018, at a cost of \$145 per hour. The firm has been selected based on professional experience and prior performance for the Board of Education.

#### LABOR ATTORNEY

21. The Superintendent recommends approval to appoint the firm of Kenney, Gross, Kovats, & Parton, 130 Maple Avenue/Building 8, P.O. Box 8610, Red Bank, NJ, as Labor Attorney as per N.J.S.A. 18 A-5(1) for the period July 1, 2017 – June 30, 2018, at a cost of \$145 per hour. The firm has been selected based on professional experience and prior performance for the Board of Education.

#### SPECIAL EDUCATION ATTORNEY

22. The Superintendent recommends approval to appoint the firm of the Machado Law Group, 136 Central Avenue, Second Floor, Clark, NJ, as Special Education Attorney as per N.J.S.A. 18A-5(1) for the period July 1, 2017 – June 30, 2018, at a cost of \$165 per hour. The firm has been selected based on professional experience and prior performance for the Board of Education

#### ARCHITECT OF RECORD

23. The Superintendent recommends approval to appoint Fraytak, Veisz, Hopkins, Duthie, PC, 1515 Lower Ferry Road, Trenton, NJ 08618, as architect of record, as per N.J.S.A. 18A-5(1) for the period July 1, 2017 – June 30, 2018, at a cost of no more than \$155 per hour. The firm has been selected based on professional experience and prior performance for the Board of Education.

#### AUDITOR

24. The Superintendent recommends approval to appoint Jump, Perry and Company, 12 Lexington Avenue, CN 2044, Toms River, NJ 08754 as the district's auditor at a cost of \$31,825 for the period July 1, 2017 – June 30, 2018. The firm has been selected based on professional experience and prior performance for the Board of Education.

## FINANCIAL ADVISOR

25. The Superintendent recommends approval to appoint Phoenix Advisors, LLC as the Financial Advisor for the period of July 1, 2017 – June 30, 2018 at a cost of \$850 per year. The firm has been selected based on professional experience and prior performance for the Board of Education.

## 2017-2018 TAX PAYMENT SCHEDULE

26. The Superintendent recommends approval to accept the following 2017-2018 Tax Payment Schedule and authorizes the Business Administrator to send it to the Township of Freehold:

| <u>Date</u>        | <u>General Fund</u> | <u>Debt Service</u> | <u>Total</u>   |
|--------------------|---------------------|---------------------|----------------|
| July 10, 2017      | 5,444,647.83        | \$1,247,500.00      | 6,692,147.83   |
| August 10, 2017    | 5,444,647.83        | \$ 571,800.00       | 6,016,447.83   |
| September 11, 2017 | 5,444,647.83        |                     | 5,444,647.83   |
| October 10, 2017   | 5,444,647.83        |                     | 5,444,647.83   |
| November 8, 2017   | 5,444,647.83        |                     | 5,444,647.83   |
| December 11, 2017  | 5,444,647.83        |                     | 5,444,647.83   |
| January 10, 2018   | 5,444,647.83        | \$ 314,200.00       | 5,758,847.83   |
| February 9, 2018   | 5,444,647.83        | \$1,213,697.00      | 6,658,344.83   |
| March 9, 2018      | 5,444,647.83        |                     | 5,444,647.83   |
| April 10, 2018     | 5,444,647.83        |                     | 5,444,647.83   |
| May 10, 2018       | 5,444,647.83        |                     | 5,444,647.83   |
| June 11, 2018      | 5,444,647.83        |                     | 5,444,647.83   |
|                    |                     |                     |                |
| Total Taxes        | 65,335,774.000      | \$3,347,197.00      | \$68,682,971.0 |

**REGULAR BUSINESS**

## CERTIFICATION

1. Pursuant to N.J.A.C. 6A:23A-16.10(c)(3), the Board Secretary certifies that as of April 30, 2017, **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 April 2017 and the Treasurer's report for the month of April 2017.

Pursuant to N.J.A.C. 6A:23A-16.10(c)(4), we certify that as of April 30, 2017, 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 &amp; CLAIMS

3. The Superintendent recommends approval of the following list of bills dated May 23, 2017, which have been reviewed and approved by a Board member:

|                           | Machine Print Checks | Hand Checks | Total Bills |
|---------------------------|----------------------|-------------|-------------|
| Current Expense (General) |                      |             |             |
| Current Expense           | 247,770.80           | 5,392.53    | 253,163.33  |
| Capital Outlay            | 3,375.00             |             | 3,375.00    |
| Education Job Fund        |                      |             |             |
| Special Revenue           | 2,769.48             |             | 2,769.48    |
| Capital Project           |                      |             |             |
| Debt Service              |                      |             |             |
| Total Bills               | 253,915.28           | 5,392.53    | 259,307.81  |

## TRANSFERS

4. The Superintendent recommends approval of the following transfers for the 2016-2017 school year:

| <u>Amount</u> | <u>From</u>                                       | <u>To</u>   |
|---------------|---|---|
| \$ 181.94     | 11-190-100-610-20-000<br>Reg. Instr. Supplies     | 11-190-100-500-20-000<br>Reg. Instr. Supplies Other |
| \$4,500.00    | 11-000-230-339-05-000<br>Other Purch. Services    | 11-000-230-332-05-000<br>Audit Services             |
| \$1,100.00    | 11-000-222-600-22-000<br>Ed. Media/School Library | 11-000-240-600-22-000<br>Admin. Supplies            |
| \$ 825.00     | 11-000-240-500-22-000<br>School Admin. Other      | 11-000-240-600-22-000<br>Admin. Supplies            |

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

|            |  |   |
|------------|--|---|
| \$1,000.00 | 11-212-100-610-22-000<br>Mult. Disab. Supplies | 11-204-100-610-22-000<br>LLD Supplies                   |
| \$ 200.00  | 11-212-100-610-22-000<br>Mult. Disab. Supplies | 11-209-100-610-22-000<br>Board Supplies                 |
| \$ 67.00   | 12-000-400-450-05-000<br>Construction Services | 12-000-400-334-05-000<br>Construction Serv. – Architect |

6. The Superintendent recommends approval of the following transfers for Subs/OT to cover May 30-June 30th 2017 Payroll for the 2016-2017 school year:

| Account Number        | Acct Desc                | Transfer From | Transfer TO |
|-----------------------|--------------------------|---------------|-------------|
| 11-000-216-100-11-000 | SPEECH,OT/PT, NON BASE P | 6,200.00      |             |
| 11-000-219-104-11-000 | CHILD STUDY TEAM,NON BAS | 11,000.00     |             |
| 11-000-240-105-11-000 | SCHOOL SEC/CLERKS NON BA | 40,500.00     |             |
| 11-000-251-100-11-000 | CENT.SERV.SUPPORT,NON BA | 4,000.00      |             |
| 11-000-262-107-11-000 | SALARIES, LUNCHROOM AIDE | 1,000.00      |             |
| 11-000-270-160-11-000 | REG.STUDENT TRANS,NON BA | 18,120.00     |             |
| 11-000-270-161-11-000 | SPEC.STUDENT TRANS,NON B | 5,000.00      |             |
| 11-190-100-106-11-000 | REG.INST.OTHER SALARIES, | 1,050.00      |             |
| 11-204-100-101-11-000 | LEARN DISB.TEACH,NON BAS | 2,000.00      |             |
| 11-209-100-101-11-000 | BEHAVIORAL DISABLED TCH. | 3,000.00      |             |



|                       |                          |            |            |
|-----------------------|--------------------------|------------|------------|
| 11-209-100-106-11-000 | BD, TA SUBS              | 1,000.00   |            |
| 11-212-100-106-11-000 | MULT.DISB.OTH.INST,NON B | 2,000.00   |            |
| 11-213-100-101-11-000 | RESOURCE RM,TEACH.NON BA | 5,000.00   |            |
| 11-240-100-101-11-000 | BILINGUAL ED.TEACH,NON B | 2,000.00   |            |
|                       |                          |            |            |
| 11-000-213-100-11-000 | HEALTH SERVICE,NON BASE  |            | 17,000.00  |
| 11-000-218-105-11-000 | SUB SALARY,SECRETARY     |            | 900.00     |
| 11-105-100-101-11-000 | PRESCH.INST,NON BASE PAY |            | 470.00     |
| 11-110-100-101-11-000 | KINDERGARTEN TEACH,NON B |            | 1,500.00   |
| 11-120-100-101-11-000 | REG.TEACH GRD.1-5 NON BA |            | 45,000.00  |
| 11-130-100-101-11-000 | REG.TEACH.GRD.6-8 NON BA |            | 15,000.00  |
| 11-204-100-106-11-000 | LEARN DISB.OTH.INS.NON B |            | 19,500.00  |
| 11-214-100-101-11-000 | AUTISM TEACHER SUBS      |            | 200.00     |
| 11-215-100-106-11-000 | 1/2 DAY PRESCHOOL OTH.SA |            | 800.00     |
| 11-216-100-106-11-000 | PRESCHOOL DISB. TA SUBS  |            | 1,500.00   |
|                       | TOTAL TRANSFERS          | 101,870.00 | 101,870.00 |

## APPROVAL OF TRAVEL AND RELATED EXPENSES

7. 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  | Huguenin, Jeffrey  | Principal       | STEM Integration Using LEGO                              | 6/28/17 – 6/30/17  | \$1,251.75 |
| 2  | Cecilione, Laura   | Supervisor      | STEM Integration Using LEGO                              | 6/28/17 – 6/30/17  | \$1,251.75 |
| 3  | Carson, Jennifer   | Teacher         | STEM Integration Using LEGO                              | 6/28/17 – 6/30/17  | \$1,251.75 |
| 4  | Potts, Taylor      | Teacher         | STEM Integration Using LEGO                              | 6/28/17 – 6/30/17  | \$1,251.75 |
| 5  | Gerula, Terese     | Teacher         | STEM Integration Using LEGO                              | 6/28/17 – 6/30/17  | \$1,251.75 |
| 6  | McClish, Carla     | Social Worker   | RE & CBT Strategies for Working with School Age Children | 6/16/17            | \$100.00   |
| 7  | Puntolillo, Anitra | Teacher         | Mindful Educator Essentials                              | 6/22/17 – 8/2/17   | \$275.00   |
| 8  | Gambino, Lori      | Asst. Principal | NJPBSIS Leadership Forum                                 | 6/1/17             | \$14.50    |
| 9  | Cecilione, Laura   | Supervisor      | NJPBSIS Leadership Forum                                 | 6/1/17             | \$14.50    |
| 10 | Shaw, Traci        | Supervisor      | FEA/NJPSA/NJASCD Fall Conference                         | 10/19/17– 10/20/17 | \$285.00   |
| 11 | McKim, Christine   | Supervisor      | FEA/NJPSA/NJASCD Fall Conference                         | 10/19/17- 10/20/17 | \$285.00   |
| 12 | Hudak, Edward      | Board Member    | NJSBA School Security and Student Safety Conf.           | 6/2/17             | \$99.00    |
| 13 | McClish, Carla     | Social Worker   | RE & CBT Strategies for Working with School Age Children | 6/16/17            | \$100.00   |
| 14 | Puntolillo, Anitra | Teacher         | Mindful Educator Essentials                              | 6/22/17 – 8/2/17   | \$275.00   |

|    |                    |                          |  |                   |          |
|----|--------------------|--------------------------|--|-------------------|----------|
| 15 | Gambino, Lori      | Asst. Principal          | NJPBSIS Leadership Forum                       | 6/1/17            | \$14.50  |
| 16 | Cecilione, Laura   | Supervisor               | NJPBSIS Leadership Forum                       | 6/1/17            | \$14.50  |
| 17 | Kasun, Ross        | Superintendent           | 2017 NJSBA Workshop and Exhibition             | 10/23/17-10/26/17 | \$600.00 |
| 18 | DeVita, Robert     | Business Administrator   | 2017 NJSBA Workshop and Exhibition             | 10/23/17-10/26/17 | \$600.00 |
| 19 | Tepper, Ilene      | Asst. Bus. Administrator | 2017 NJSBA Workshop and Exhibition             | 10/23/17-10/26/17 | \$600.00 |
| 20 | O'Sullivan, Elena  | Board Member             | 2017 NJSBA Workshop and Exhibition             | 10/23/17-10/26/17 | \$600.00 |
| 21 | Holtz, Kay         | Board Member             | 2017 NJSBA Workshop and Exhibition             | 10/23/17-10/26/17 | \$600.00 |
| 22 | Hudak, Edward      | Board Member             | 2017 NJSBA Workshop and Exhibition             | 10/23/17-10/26/17 | \$600.00 |
| 23 | Amoroso, Michael   | Board Member             | 2017 NJSBA Workshop and Exhibition             | 10/23/17-10/26/17 | \$600.00 |
| 24 | DiBlasio, Dan      | Board Member             | 2017 NJSBA Workshop and Exhibition             | 10/23/17-10/26/17 | \$600.00 |
| 25 | Levy, Jason        | Board Member             | 2017 NJSBA Workshop and Exhibition             | 10/23/17-10/26/17 | \$600.00 |
| 26 | Patten, Jennifer   | Board Member             | 2017 NJSBA Workshop and Exhibition             | 10/23/17-10/26/17 | \$600.00 |
| 27 | Lambert, Michelle  | Board Member             | 2017 NJSBA Workshop and Exhibition             | 10/23/17-10/26/17 | \$600.00 |
| 28 | Nathan, Pam        | Asst. Superintendent     | 2017 NJSBA Workshop and Exhibition             | 10/23/17-10/26/17 | \$600.00 |
| 29 | Nesci, Ray         | Tech. Coord.             | NJSBA School Security and Student Safety Conf. | 6/2/17            | \$211.02 |
| 30 | Caracappa, Suzanne | Physical Therapist       | Total Motion Release                           | 6/24/17 – 6/25/17 | \$495.00 |

## DISPOSALS

8. The Superintendent recommends disposal of the following items from the Eisenhower Middle School which are no longer used for educational purposes:

Dell Latitude E5400 Laptop Computer  
 BOE Barcode 008228, Service Tag; GN2TJN1  
 Express Service Code: 405231288

Hitachi CP-S318T Multimedia Mobile LCD Projector  
 BOE #5392, Serial #RT4F007966

Two Hitachi CP - X 251 Multimedia Mobile LCD Projectors  
 BOE #5386, Serial #F7CU25074  
 BOE #5233, Serial #F7CU25069

Hitachi CP - X253 LCD Projector  
 BOE #008230, Serial #F8JU14466

Hitachi CP - X205 LCD Projector  
 BOE #5509, Serial #F7JU03312

## DONATIONS

9. The Superintendent recommends acceptance of a donation in the amount of \$2,000 from the Catena PTO to be used for a Robotics Club honorarium.

## PROFESSIONAL SERVICES

10. The Superintendent recommends approval to accept from Fraytak, Veisz, Hopkins, Duthie, P.C. the proposal for professional services in the amount of \$54,358 for the architectural/engineering design and construction administration of the HVAC units for the Errickson Elementary School.

## PROFESSIONAL AUDIT SERVICES

11. The Superintendent recommends approval of a professional services agreement in the amount of \$4,500 with Jump, Perry and Company, 12 Lexington Avenue, CN 2044, Toms River, NJ 08754 to audit the district's payroll system.

## SETTLEMENT AGREEMENT

12. The Superintendent recommends approval to accept a Settlement Agreement, Agency Reference Nos 2017-25100; 2017-24892; 2017-25666.

## 2017 SAFETY GRANT

13. The Superintendent recommends approval of the submission of the grant application for the 2017 Safety Grant Program through the New Jersey Schools Ins. Group's MOCSSIF Subfund to purchase new hallway speakers in the amount of \$8,572.00.

(FYI - This money will go to refund a small portion of the security improvement project we undertook this year. RD)

## OUT-OF-DISTRICT CONTRACT

14. The Superintendent recommends approval to accept the following out-of-district contract:

Student: 9197197733  
 School: CPC High Point Schools  
 Cost: \$5,759.68  
 Program: 10 Month  
 Start Date: 5/30/2017  
 End Date: 6/16/2017

## ACCEPTANCE OF BIDS FOR HOT WATER HEATER REPLACEMENT BID 2017-2018

15. The Superintendent recommends approval to accept the following bids for Hot Water Heater Replacement at D.D. Eisenhower School:

| <b><u>Bidder Name</u></b>  | <b>Air Control Tech.</b> | <b>Chappelle Mechanical</b> | <b>Hanna's Mech.</b> | <b>Kaser Mechanical</b> | <b>Sganga, Gabe</b> |
|--|--------------------------|-----------------------------|----------------------|-------------------------|---------------------|
| <b>CONTRACT NO. 1 - HOT WATER HEATER REPLACEMENT AT EISENHOWER MS - C030 with C009, C047, C065</b> |                          |                             |                      |                         |                     |
| <b>Lump Sum Bid</b>  | <b>\$39,700.00</b>       | <b>\$67,900.00</b>          | <b>\$34,850.00</b>   | <b>\$35,000.00</b>      | <b>\$83,400.00</b>  |

## AWARD OF HOT WATER HEATER REPLACEMENT BID 2017-2018

16. The Superintendent recommends approval to award the bid for Hot Water Heater Replacement at D.D. Eisenhower School to the lowest responsive and responsible bidder, Hanna's Mechanical Contractors, Inc., 44 N. Main Street, Milltown, NJ 08850, for a total amount of \$34,850.

**AWARD OF CONTRACT TO HANNA'S MECHANICAL CONTRACTORS, INC.  
FOR HOT WATER REPLACEMENT @ EISENHOWER MIDDLE SCHOOL**

**WHEREAS**, in accordance with the published bid solicitation for work associated with the hot water heater replacement at Eisenhower Middle School (the "Work"), the Freehold Township Board of Education received bids on May 15, 2017; and

**WHEREAS**, of the responding contractors, the prospective low bid submitted was received from Hanna's Mechanical Contractors, Inc. ("Hanna's") in the bid amount of Thirty-four Thousand Eight Hundred Fifty Dollars (\$34,850); and

**WHEREAS**, upon the recommendation of the District Architect, the Board of Education finds that Hanna's Mechanical Contractors, Inc. of Middletown, New Jersey is the lowest responsive and responsible bidder to the bid solicitation for the Work identified hereinabove; and

**WHEREAS**, the Board finds that there are adequate funds to enter into the contract for the Work

**NOW, THEREFORE, BE IT RESOLVED** that the contract for the work associated with the hot water replacement at Eisenhower Middle School be awarded to Hanna's Mechanical Contractors, Inc. of Middletown, New Jersey in the amount of Thirty-four Thousand Eight Hundred Fifty Dollars (\$34,850), subject to a review of the contract by the Board of Education's attorney;

**BE IT FURTHER RESOLVED** that the District's professional staff take any and all action necessary to effectuate the purpose of the Board's Resolution in this matter.

## ACCEPTANCE OF BIDS FOR HVAC REPLACEMENT 2017-2018

17. The Superintendent recommends approval to accept the following bids for HVAC Replacement at M.W. Errickson School:

| <b><u>Bidder Name</u></b>  | <b>AMCO<br/>Enterprises</b> | <b>Air Control<br/>Tech.</b> | <b>EACM Corp.</b>   | <b>Hanna's<br/>Mech.</b> | <b>Industrial<br/>Cooling</b> |
|--|-----------------------------|------------------------------|---------------------|--------------------------|-------------------------------|
| <b>ALT. No. E-1 -<br/>CONTRACT NO. 2 -<br/>HVAC REPLACEMENT<br/>AT ERRICKSON ES -<br/>C032 with C009, C029,<br/>C030, C047, C066</b> |                             |                              |                     |                          |                               |
| <b>Base Bid</b>  | <b>\$564,000.00</b>         | <b>\$638,180.00</b>          | <b>\$627,275.00</b> | <b>\$679,950.00</b>      | <b>\$546,380.00</b>           |
| <b>ALT. No. E-1<br/>CONTRACT # 2</b>   | <b>\$58,000.00</b>          | <b>\$40,000.00</b>           | <b>\$64,275.00</b>  | <b>\$61,875.00</b>       | <b>\$54,780.00</b>            |
| <b>Multi-zone HVAC Unit</b>  | <b>\$622,000.00</b>         | <b>\$678,180.00</b>          | <b>\$691,550.00</b> | <b>\$741,825.00</b>      | <b>\$601,160.00</b>           |

| Performance Mech.   | Sganga, Gabe        | Thassian Mech.      |
|---------------------|---------------------|---------------------|
|                     |                     |                     |
| <b>\$632,000.00</b> | <b>\$614,360.00</b> | <b>\$619,000.00</b> |
| <b>\$49,000.00</b>  | <b>\$53,970.00</b>  | <b>\$33,000.00</b>  |
| <b>\$681,000.00</b> | <b>\$668,330.00</b> | <b>\$652,000.00</b> |

| <b>Bidder Name</b>  | <b>AMCO Enterprises</b> | <b>Air Control Tech.</b> | <b>EACM Corp.</b>   |
|---|-------------------------|--------------------------|---------------------|
| <b>ALT. No. E-1 - CONTRACT NO.3 - COMBINED SINGLE OVERALL CONTRACT - C032 with C009, C029, C030, C047, C066</b> |                         |                          |                     |
| <b>Base Bid</b>   | <b>\$623,000.00</b>     | <b>\$672,880.00</b>      | <b>\$683,470.00</b> |
| <b>ALT. No. E-1 CONTRACT #3</b>   | <b>\$58,000.00</b>      | <b>\$40,000.00</b>       | <b>\$64,725.00</b>  |
| <b>Multi-zone HVAC Unit</b>   | <b>\$681,000.00</b>     | <b>\$712,880.00</b>      | <b>\$748,195.00</b> |

| <b>Hanna's Mech.</b> | <b>Industrial Cooling</b> | <b>Preferred Mech.</b> | <b>Sganga, Gabe</b> |
|----------------------|---------------------------|------------------------|---------------------|
|                      |                           |                        |                     |
| <b>\$714,800.00</b>  | <b>\$621,382.00</b>       | <b>\$721,000.00</b>    | <b>\$680,000.00</b> |
| <b>\$61,875.00</b>   | <b>\$54,780.00</b>        | <b>\$49,000.00</b>     | <b>\$53,970.00</b>  |
| <b>\$776,675.00</b>  | <b>\$676,162.00</b>       | <b>\$770,000.00</b>    | <b>\$733,970.00</b> |

AWARD OF BID FOR HVAC REPLACEMENT 2017-2018

18. The Superintendent recommends approval to award the bid for Multi-zone HVAC Unit Replacement at M.W. Errickson School to the lowest responsive and responsible bidder, Industrial Cooling Corp., 70 Liberty Street, Metuchen, NJ 08840, for a total amount of \$601,160.

ALT. No. E-1 CONTRACT #3 will not be awarded since the bids received for the Combined Single Overall Contract were higher than the cost of awarding Contracts #1 and #2 as separate bids.

**AWARD OF CONTRACT TO INDUSTRIAL COOLING CORP. FOR HVAC UNIT REPLACEMENT WORK @ ERRICKSON ELEMENTARY SCHOOL**

**WHEREAS**, in accordance with the published bid solicitation for work associated with HVAC unit replacement at Errickson Elementary School (the "Work"), the Freehold Township Board of Education received bids on May 15, 2017; and **WHEREAS**, out of the responding contractors, the prospective low bid submitted was received from Industrial Cooling Corp. of Metuchen, New Jersey ("Industrial") in the base bid amount of Five Hundred Forty-Six Thousand Three Hundred Eighty Dollars (\$546,380), together with an Alternate Bid No. E-1 in the amount of Fifty-Four Thousand Seven Hundred and Eighty Dollars (\$54,780); and

**WHEREAS**, a review of the materials submitted by Industrial reveals that they were responsive to the Board of Education's bid requirements, with the exception of the failure of Industrial's electrical subcontractor, Starlite Electric, LLC of Keansburg, New Jersey, to submit with its materials the document entitled *Contractor/Subcontractor Certification of Qualifications and Credentials*, and

**WHEREAS**, the Board, in reviewing this matter, has made the following findings of fact:

1. The Bid Specifications and Instructions prepared by the District Architect, Fraytak Veisz Hopkins Duthie, PC reserve the Board of Education's "...right to reject any or all bids, or to waive non-material defects in the bidding, if it is in the interest of the owner to do so." As well as reserving the right of the owner to "...make such additional investigations as it deems necessary to determine the ability of the bidder to perform the work...".
2. Within the bid materials, Industrial submitted paperwork which identified the subcontractors who will perform portions of the work. In relevant part, Industrial submitted documentation concerning Starlite Electrical, LLC, a licensed electrical contractor in the State of New Jersey. However, documentation concerning the *Contractor/Subcontractor Certification of Qualifications and Credentials* ("Certification") was not submitted for Starlite Electrical, LLC.
3. A review of the Certification requires a subcontractor to provide certain certifications associated with the bid response and work associated thereto. In relevant part, the Certification requires the submission by the subcontractor of documentation concerning the Public Works Contractor's Registration Act (N.J.S.A. 34:11-56.48 et seq.). In this instance, documentation concerning the subcontractor's Public Works Contractor's Registration Act was provided by way of the actual submission of Starlite's Certificate, received from the Department of Labor and Work Force, No. 650310 expiring April of 2018.
4. The certification also requires the subcontractor to hold a valid Certificate of Authority to perform in New Jersey and Notice of Classification issued by the Department of Treasury. In this instance, the actual Certificate of Authority, as well as the Department of Treasury's Notice of Classification, were submitted with Starlite's materials. Specifically, the Certificate of Authority for Tax Registration No. xxx-xxx-xxx/000, effective November 5, 2004 was provided by Starlite, as well as the Notice of Classification which issued from the Department of Treasury Division of Property and Management Construction, under Starlite's electrical license number with an expiration date of December of 2018.
5. The certification required the subcontractor to submit the requisite contractor or trade license required; in this instance, Starlite submitted with its materials its Electrical Contractor's License No. 34EB01060600, valid until March 31, 2018.
6. The certification also required the subcontractor to submit documentation concerning a Suitable Quality Control and Quality Assurance Program, as well as an appropriate safety and health plan, that the firm will have in place during the term of the construction of the school facility's project.
7. In this instance, though the responsibility for satisfaction of this criteria falls, based upon the contract documents, to Industrial, the Board notes that included with the materials submitted on behalf of Starlite submitted, was:
  - a) Certification of No Material Change of Circumstances, wherein relevant part Starlite has certified:

"A statement as to the financial ability, adequacy of planned equipment, organization of prior experience with bidder as required by N.J.S.A. 18A:18A-28 has been submitted to the Department of Treasury within the last twelve months preceding the date of opening bids of this contract...I certify as required by N.J.S.A. 18A:18A-32, that there has been no material adverse change in the qualification..."

- b) Also submitted on behalf of Starlite was the School Development Authority's Confirmation of its pre-qualification with New Jersey School Development Authority until December 7, 2018;
  - c) Documentation submitted on behalf of Starlite Electric, LLC also confirmed that it is approved as a small business enterprise approved by the Department of Treasury, Division of Revenue;
  - d) Submitted on behalf of Starlite was a Certificate of Liability Insurance documenting Starlite's insurability by Allied Risk Management, LLC;
8. The certification also requires the subcontractor to submit documentation concerning the value of all outstanding uncompleted contracts, in an amount that does not exceed the firm's existing aggregate limit. In this instance, included with Starlite's materials was DPMC Form 701 – Department of Treasury Division of Property Management and Construction's *Total Amount of Uncompleted Contracts*, in the value of \$2,044,161, well within Starlite's pre-qualification classification of Five Million Dollars (\$5,000,000).
  9. The bid solicitation in this instance did not state that the failure of the subcontractor to submit the Certification would automatically result in a rejection of the contractor's bid.
  10. In light of the same, the Board finds that though the subcontractor, Starlite Electric, LLC, did not submit a Certification as to its qualifications, in each and every instance, the qualifications to which it was obliged to certify were well documented within the materials submitted o/b/o Starlite by Industrial; and

**WHEREAS**, the Board finds that the rejection of Industrial's bid, in light of the investigation made, wherein all qualifications necessary to be confirmed by way of the Certification, were, in fact, included within the bid materials, the rejection of Industrial's bid would be contrary to the purposes of the Public School Contracts Law and case law thereunder interpreting the same; and

**WHEREAS**, the Board finds that Industrial Cooling Corp.'s bid is the lowest responsive and responsible bidder for the work; and

**WHEREAS**, the Board finds that there are adequate funds to enter into the contract for the Work

**NOW, THEREFORE, BE IT RESOLVED** that the contract for the work associated with the HVAC replacement at Errickson Elementary School and related work be awarded to Industrial Cooling Corp. of Metuchen, New Jersey in the base bid amount of Five Hundred Forty-Six Thousand Three Hundred Eighty Dollars (\$546,380), inclusive of an award of the Alternate Bid No. E-1 in the amount of Fifty-Four Thousand Seven Hundred and Eighty Dollars (\$54,780), for a total bid award of (\$601,160), is awarded, subject to a review of Board counsel;

**BE IT FURTHER RESOLVED** that the District's professional staff take any and all action necessary to effectuate the purpose of the Board's Resolution in this matter.

#### NURSING CONTRACT

19. The Superintendent recommends approval of the following contract:

Student: 5652274012  
 Provider: Preferred Home Health Care & Nursing Services, Inc.  
 Service: In-school nursing care  
 Cost: \$37.50/hour for RN services or \$29.70/hour for LPN services  
 Start Date: 7/1/17  
 End Date: 6/30/18

- 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
  - Non-Affiliated Staff
- Appointment of a public official
- Matters covered by the attorney-client privilege
- Pending or anticipated litigation
  - HVAC Bid Award
- Pending or anticipated contract negotiations
  - TWU Negotiations
  - Central Office Administrators’ Contracts
  - Superintendent’s Contract
- 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 60 minutes, and that action will not be taken in public after the executive session.

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

- XVI. Adjournment

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