

FREEHOLD TOWNSHIP BOARD OF EDUCATION
May 24, 2016
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 and published in the Asbury Park Press on Friday, January 9, 2016 and in the News Transcript on Wednesday, January 13, 2016."
- III. Pledge of Allegiance
- IV. Roll Call
- V. Approval of Minutes
 - Regular Meeting Minutes and Executive Session Minutes of April 26, 2016
 - Regular Meeting Minutes and Executive Session Minutes of May 10, 2016
- VI. Communications
- VII. President's Remarks
- VIII. Administrative Reports
 - Bullying Investigation Report
 - Eisenhower Academic Team
 - Eisenhower Geography Bee Winner
 - Eisenhower Fire Bowl Winners
 - Eisenhower American Legion Essay Contest Winner
 - Barkalow Debate Team
 - Eisenhower Lunchroom Staff Member Recognition
 - Pilot Presentations by Rebecca Winters, Penny Goldstein, Cathy Areman and Jeffrey Huguenin
- IX. Public Participation
- X. Board Reports and Actions
 - A. Personnel/Policies/Communications Committee – Michael Amoroso, Chairperson**
Committee Members: Jason Levy, Michelle Lambert
Administrative Liaison: Neal Dickstein

BULLYING INVESTIGATION REPORT

- 1. The Superintendent recommends approval to accept the bullying investigation reports received from May 6, 2016 through May 20, 2016.

RETIREMENT

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

NAME: Sheri Abramson
 POSITION: Teacher Assistant – Applegate Elem. School
 POSITION CONTROL: 9101-021-TA-01
 ACCOUNT #: 11-213-100-106-10
 EFFECTIVE: June 30, 2016

NAME: Vivian Favale
 POSITION: Teacher Assistant – Donovan Elem. School
 POSITION CONTROL: 9101-026-TA-04
 ACCOUNT #: 11-213-100-106-10
 EFFECTIVE: June 30, 2016

NEW EMPLOYMENT

3. The Superintendent recommends approval to issue a contract to the following staff members for the 2016-2017 school year. All employments are recommended pending State Department of Education approval of emergent employment for a period not to exceed 3 months pending completion of the criminal history background check as per NJSA 18A:6-7 et seq; 39-17 et seq; 6-4.13 et seq.

NAME: Mary Lillis
 POSITION: Teacher – Applegate Elementary School
 SALARY: \$56,117.00* GUIDE: C STEP: 4
 EFFECTIVE: July 1, 2016 through June 30, 2017

NAME: Erin Healy
 POSITION: Long Term Substitute – Applegate Elem. School
 SALARY: \$50,117.00* GUIDE: A STEP: 1
 EFFECTIVE: July 1, 2016 through February 3, 2017

NAME: Ana Reily
 POSITION: Long Term Substitute – Eisenhower Middle School
 SALARY: \$50,117.00* GUIDE: A STEP: 1
 EFFECTIVE: July 1, 2016 through June 30, 2017

NAME: Kristen Scalcione
 POSITION: Long Term Substitute – Eisenhower Middle School
 SALARY: \$50,117.00* GUIDE: A STEP: 1
 EFFECTIVE: July 1, 2016 through June 30, 2017

*salary to be adjusted pending final completion of contract negotiations

TRANSFER OF ASSIGNMENT

4. The Superintendent recommends the following transfer of assignment for the 2016-2017 school year:

NAME: Rebecca Winters-Montgomery
 FROM: Principal – Applegate Elementary School
 TO: Principal – Early Childhood Learning Center
 EFFECTIVE: July 1, 2016 through June 30, 2017

CHANGE OF ASSIGNMENT/SALARY ADJUSTMENT

5. The Superintendent recommends approval of the following change of assignment/salary adjustment of the following staff member for the 2015-2016 school year:

NAME: Bridgid Logan
 FROM: Teacher Assistant – Eisenhower Middle School
 TO: Teacher – Eisenhower Middle School
 SALARY: \$51,117.00 GUIDE: A STEP: 2
 ACCOUNT #: 11-130-100-101-10
 EFFECTIVE: July 1, 2016 through June 30, 2017

*salary to be adjusted pending final completion of contract negotiations

LEAVES OF ABSENCE 2015/2016

6. The Superintendent recommends ratifying the leaves of absence of the following staff members for the 2015-2016 school year:

NAME: Kim Bradus
 POSITION: Teacher – West Freehold School
 POSITION CONTROL #: 1001-030-IS-004
 ACCOUNT #: 11-120-100-101-10
 UNPD FED FMLA: May 19, 2016 (pm) through June 21, 2016
 UNPD LEAVE: June 22, 2016 through June 30, 2016

NAME: Cathy Perotta
 POSITION: Teacher Assistant – Catena Elem. School
 POSITION CONTROL #: 9101-020-TA-05
 ACCOUNT #: 11-216-100-106-10
 UNPD FED FMLA: May 19, 2016 through June 21, 2016
 UNPD LEAVE: June 22, 2016 through June 30, 2016

7. The Superintendent recommends approval of the leaves of absence of the following staff member for the 2015-2016 school year:

NAME: Emily Lackey
 POSITION: Teacher – Catena Elem. School
 POSITION CONTROL #: 1001-020-IS-004
 ACCOUNT #: 11-120-100-101-10
 UNPD FED FMLA: May 27, 2016 through June 21, 2016
 UNPD LEAVE: June 22, 2016 through June 30, 2016

INTERMITTENT LEAVE OF ABSENCE

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

NAME: AnnMarie Lloyd
 POSITION: Lunchroom Assistant– Donovan Elementary School
 POSITION CONTROL #: 9400-026-NONAFF-02
 ACCOUNT #: 11-000-262-107-10
 EFFECTIVE: May 20, 2016 through June 21, 2016

LEAVES OF ABSENCE 2016/2017

9. The Superintendent recommends approval of the leaves of absence of the following staff members for the 2016-2017 school year:

NAME: Rebecca Rollo
POSITION: Teacher – Errickson Elementary School
POSITION CONTROL #: 1001-025-IS-023
ACCOUNT #: 11-213-100-101-10
UNPAID LEAVE: September 1, 2016 through January 31, 2017

NAME: Jenna Hernandez
POSITION: Teacher – Eisenhower Middle School
POSITION CONTROL #: 1001-024-IS-003
ACCOUNT #: 11-213-100-101-10
UNPAID LEAVE: September 1, 2016 through June 30, 2017

NAME: Jessica Saghini
POSITION: Teacher - Catena Elementary School
POSITION CONTROL #: 1001-020-IS-025
ACCOUNT #: 11-120-100-101-10
UNPAID LEAVE: September 1, 2016 through January 31, 2017

NAME: Megan Valentine
POSITION: Teacher – Eisenhower Middle School
POSITION CONTROL #: 1550-024-IS-003
ACCOUNT #: 11-130-100-101-10
UNPAID LEAVE: September 1, 2016 through June 30, 2017

NAME: Lara Polakowski
POSITION: Teacher – Applegate Elem. School
POSITION CONTROL #: 1607-021-IS-002
ACCOUNT #: 11-120-100-101-10
UNPAID LEAVE: September 1, 2016 through January 31, 2017

NAME: Stacy Kale
POSITION: Teacher – Barkalow Middle School
POSITION CONTROL #: 1104-023-IS-001
ACCOUNT #: 11-130-100-101-10
UNPD NJ/FED FMLA: September 1, 2016 through October 31, 2016

NAME: Lauren Gutierrez
POSITION: Teacher– Catena Elementary School
POSITION CONTROL#: 1003-020-IS-003
ACCOUNT #: 11-110-100-101-10
UNPD FED FMLA: September 1, 2016 through October 14, 2016

NAME: Julia Henderson
POSITION: Teacher – Errickson Elem. School
POSITION CONTROL #: 2130-025-IS-001
ACCOUNT #: 11-120-100-101-10
UNPD NJ/FED FMLA: September 1, 2016 through December 8, 2016
UNPD LEAVE: December 9, 2016 through January 31, 2017

NAME: Sonia Dantzler
 POSITION: School Psychologist
 POSITION CONTROL #: 3116-000-SPEDSUP-03
 ACCOUNT #: 11-000-219-104-10
 UNPD NJ/FED FMLA: July 1, 2016 through September 20, 2016
 UNPD NJFMLA: September 21, 2016 through October 26, 2016
 UNPD LEAVE: October 27, 2016 through October 31, 2016

EXTENDED SCHOOL YEAR STAFF

10. The Superintendent recommends approval for the following staff members for the 2016 extended school year program at the prevailing curriculum rate for the certified staff and hourly rate for the support staff unless otherwise noted below:

| <u>Staff</u> | <u>Assignment</u> |
|---------------------|--------------------------|
| Jessica Martin | Teacher |
| Catherine Borchert | Teacher Assistant |
| Karen Cain | Teacher Assistant |
| Natasha Caravella | Teacher Assistant |
| Carol Cordiner | Teacher Assistant |
| Stephanie Curcic | Teacher Assistant |
| Marcia Dermon | Teacher Assistant |
| Kathy Ernst | Teacher Assistant |
| Kelly Etlinger | Teacher Assistant |
| Arleen Feller | Teacher Assistant |
| Jackeline Fernandez | Teacher Assistant |
| Rhonda Gorsky | Teacher Assistant |
| Shamica Joseph | Teacher Assistant |
| Bridgid Logan | Teacher Assistant |
| Marisa Marino | Teacher Assistant |
| Rosemary Meicke | Teacher Assistant |
| Nicole Meisner | Teacher Assistant |
| Elvira Mudd | Teacher Assistant |
| Katie Mulligan | Teacher Assistant |
| Julie Pfister | Teacher Assistant |
| Shannon Rafferty | Teacher Assistant |
| Jennah Rihacek | Teacher Assistant |
| Judy Russo | Teacher Assistant |
| Chris Sammy | Teacher Assistant |
| Maureen Steward | Teacher Assistant |
| Nanette Taddeo | Teacher Assistant |
| Martin Tansey | Teacher Assistant |
| Lois Tarrant | Teacher Assistant |
| Silvana Verbolini | Teacher Assistant |
| Cynthia Widota | Teacher Assistant |
| Michele York | Teacher Assistant |
| Karen Zuccarelli | Teacher Assistant |
| Teresa Ferro-Armitt | Teacher Assistant |
| Kathy Cardone | Substitute Nurse |
| Colleen Miller | Registered Nurse |
| Lorraine Belfiore | Office Assistant |

CONSULTANTS

11. The Superintendent recommends approval for the following consultants to work in our schools for the 2016-2017 school year:

NAME: Marilyn Winograd, MDW Educational Services, LLC
 ASSIGNMENT: Teacher of the Blind & Visually Impaired
 SALARY: \$125/hour – maximum 4 hours/week during the summer
 and
 maximum 9 hours/week during the school year
 EFFECTIVE: July 1, 2016 – June 30, 2017

NAME: Danielle Marggraf
 ASSIGNMENT: Orientation & Mobility Specialist
 SALARY: \$125/hour – maximum 2 hours/week
 EFFECTIVE: July 1, 2016 – June 30, 2017

DISTRICT HEAD NURSE

12. The Superintendent recommends approval for the following staff member to serve as District Head Nurse for the 2016-2017 school year in the amount of \$10,000.

Michele Weissman

CPR COORDINATOR/TRAINER

13. The Superintendent recommends approval for the following staff member to serve as CPR Coordinator/Trainer for the 2016-2017 school year in the amount of \$5,000.00.

Thomas Caiazza

PART-TIME PERMANENT NURSE

14. The Superintendent recommends approval of the following staff member as a part-time permanent nurse for the 2016-2017 school year at the rate of \$175.00 per day – maximum of 90 days:

Karen Cavan

HONORARIA 2016-2017

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

| NAME | ACTIVITY | SCHOOL | AMOUNT** |
|----------------------|----------------------------|---------------|-----------------|
| Jade Yelk | Field Hockey Coach | Barkalow | \$ 3,000.00 |
| Jason Moran | Boys' Soccer Coach | Barkalow | \$ 3,000.00 |
| Daniel Cugini | Girls' Soccer Coach | Barkalow | \$ 3,000.00 |
| Teresa Marcinkiewicz | Head Coach Cross Country | Barkalow | \$ 3,000.00 |
| Jan Caputo | Asst. Coach Cross Country* | Barkalow | \$ 2,000.00 |
| Michael Benjamino | Asst. Coach Cross Country* | Barkalow | \$ 2,000.00 |
| Erin Pietsch | Asst. Coach Cross Country* | Barkalow | \$ 2,000.00 |
| Kathy Masella | Asst. Coach Cross Country* | Barkalow | \$ 2,000.00 |
| Robert Mayer | Asst. Coach Cross Country* | Barkalow | \$ 2,000.00 |
| Jason Moran | Boys' Basketball Coach | Barkalow | \$ 5,000.00 |
| Daniel Cugini | Girls' Basketball Coach | Barkalow | \$ 5,000.00 |
| Julia Postiglione | Cheerleading | Barkalow | \$ 5,000.00 |
| Jason Moran | Baseball | Barkalow | \$ 4,000.00 |
| Michael Benjamino | Softball | Barkalow | \$ 4,000.00 |
| Daniel Cugini | Head Boys' Track Coach | Barkalow | \$ 4,000.00 |
| Jan Caputo | Head Girls' Track Coach | Barkalow | \$ 4,000.00 |
| Erin Pietsch | Assistant Track Coach* | Barkalow | \$ 2,667.00 |
| Michael Del Galdo | Assistant Track Coach* | Barkalow | \$ 2,667.00 |
| Martin Tansey | Academic Team | Barkalow | \$ 3,000.00 |
| Margaret Hall | Academic Support | Barkalow | \$ 2,000.00 |

| | | | |
|-------------------|-----------------|----------|-------------|
| Lisa Marotta | Student Council | Barkalow | \$ 4,000.00 |
| Daniel Crawford | Band | Barkalow | \$ 3,000.00 |
| Leah Curatolo | Drama | Barkalow | \$ 3,000.00 |
| Courtney Colford | Asst. Drama | Barkalow | \$ 2,000.00 |
| Tara Kriete | Yearbook | Barkalow | \$ 4,000.00 |
| Margaret Hall | Peer Leadership | Barkalow | \$ 2,000.00 |
| Deidre Hegt | Peer Leadership | Barkalow | \$ 2,000.00 |
| Elizabeth Sleight | Chorus | Barkalow | \$ 3,000.00 |

* if needed based upon a 1:50 ratio enrollment

**stipend to be adjusted pending final completion of contract negotiations

PTO HONORARIA 2016-2017

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

| NAME | ACTIVITY | SCHOOL | AMOUNT |
|------------------|-------------------------|---------------|---------------|
| Jesse Ryan | Intramural Basketball | DDES | \$1,000.00 |
| John Krupp | Intramural Floor Hockey | DDES | \$1,000.00 |
| John Krupp | Shot Put/Discus | DDES | \$1,000.00 |
| John Krupp | Table Tennis Club | DDES | \$1,000.00 |
| Megan Champion | STEAM Club | DDES | \$1,000.00 |
| Stephanie Curcic | Baking Club | DDES | \$1,000.00 |
| John Krupp | History Club | DDES | \$ 500.00* |
| Joseph Clavin | History Club | DDES | \$ 500.00* |
| John Krupp | Debate Team | DDES | \$1,000.00 |

*indicates shared honorarium

SPECIAL EDUCATION SERVICES

17. The Superintendent recommends approval for the following staff member to provide braille services for visually impaired students during the 2016-2017 school year at the district monitoring rate for a maximum for a maximum of 20 hours per week from September 1, 2016 through June 30, 2017, plus 12 hours preparation in August.

Marci Roche

DISTRICT MENTOR

18. The Superintendent recommends approval of the following staff member to serve as a state mandated district mentor for the 2015-2016 school year:

Jennifer Carson

SUMMER TECHNICIANS

19. The Superintendent recommends approval for the following staff members to work as summer technicians effective July 1, 2016 through August 31, 2016 for a maximum of 40 hours per week at \$15.00 per hour:

| | |
|---------------|-----------------|
| Daniel Cugini | Scott Goldstein |
| Robert Caputo | James Brethauer |
| Ryan Neumann* | |

*pending receipt of required paperwork

CURRICULUM COMMITTEE

20. The Superintendent recommends approval of the following staff members to work on a curriculum committee during the 2015-2016 school year at the contracted hourly rate.

Rubicon Atlas – maximum 10 hours each

Daniel Cugini
Martin Tansey

CERTIFIED SUBSTITUTES

21. The Superintendent recommends approval of the following persons to substitute for the eight schools in the district for the 2015-2016 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.

| | |
|---------------------|-----------------|
| Rebekah Heilman | Jennifer Gill |
| Kathryn Green | Kristin Estilow |
| Deborah Madonna | Raechel Mullan |
| Diane Palame | |
| Samantha Carpinello | |

SUPPORT STAFF SUBSTITUTES

22. The Superintendent recommends approval of the following persons to substitute for the eight schools in the district for the 2015-2016 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> |
|--------------------------|-------------------------|----------------------------|
| Roseann Maestri | Roseann Maestri | Rosann Maestri |
| Kisha Bynoe | Kisha Bynoe | Kisha Bynoe |
| Kathryn Green | Kathryn Green | Kathryn Green |
| Diane Palame | Diane Palame | Diane Palame |
| Samantha Carpinello | Samantha Carpinello | Samantha Carpinello |
| Kristin Estilow | Kristin Estilow | Kristin Estilow |
| Jennifer Gill | Jennifer Gill | Jennifer Gill |
| Raechel Mullan | Raechel Mullan | Raechel Mullan |

Custodian

Rose Drago

FIRST READING BYLAW, POLICIES AND REGULATION

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

Bylaw

0167

Public Participation in Board Meetings

Policy

5111

Eligibility of Resident/Nonresident Students

5111.01

Tuition for Non-Resident Students

5337

Service Animals

8820

Opening Exercises/Ceremonies

Regulation

5111

Eligibility of Resident/Nonresident Students

MERIT GOALS

24. The Board of Education approves the certification that Dr. Ross Kasun, of the Freehold Township School District has met and achieved the following Quantitative goal, and directs Robert DeVita, Board Secretary, to send certification of this achievement to the Executive County Superintendent of Schools. Further, upon approval of the County Superintendent, that Dr. Kasun be paid 3.33% of his annual salary, or \$5,445.00

Quantitative Goal:

To begin the strategic planning process, the Superintendent will lead the DEAC and ScIP teams to create (3) surveys- one for staff, one for students and one for parent/community. The Superintendent will promote and administer the surveys to each respective group using an on-line tool, and then, collect and analyze the data. Upon analysis, the Superintendent will create a report and share in a presentation, which will also be available on our website. This data and report will be a foundation as we embark on our strategic planning process.

The Board of Education approves the certification that Dr. Ross Kasun, of the Freehold Township School District has met and achieved the following Qualitative goal, and directs Robert DeVita, Board Secretary, to send certification of this achievement to the Executive County Superintendent of Schools. Further, upon approval of the County Superintendent, that Dr. Kasun be paid 2.5% of his annual salary, or \$4,125.00

Qualitative Goal:

Increased Communication and Transparency. Through direct involvement of the Superintendent, to enhance use of social media (Facebook, Twitter, Website, RSS Feeds) to promote our district and provide greater transparency for our school community.

Evidence of targets toward this goal will be an increased presence on social media.

The Board of Education approves the certification that Dr. Pam Haimer, of the Freehold Township School District has met and achieved the following Quantitative goal, and directs Robert DeVita, Board Secretary, to send certification of this achievement to the Executive County Superintendent of Schools. Further, upon approval of the County Superintendent, that Dr. Haimer be paid 2.00% of her annual salary, or \$2,958.00

Quantitative Merit Goal:

To begin the strategic planning process, the Assistant Superintendent will lead the DEAC and ScIP teams to create (3) surveys- one for staff, one for students and one for parent/community. The Superintendent will promote and administer the surveys to each respective group using an on-line tool, and then, collect and analyze the data.

Upon analysis, the Assistant Superintendent will create a report and share in a presentation, which will also be available on our website. This data and report will be a foundation as we embark on our strategic planning process.

The Board of Education approves the certification that Dr. Pam Haimer, of the Freehold Township School District has met and achieved the following Qualitative goal, and directs Robert DeVita, Board Secretary, to send certification of this achievement to the Executive County Superintendent of Schools. Further, upon approval of the County Superintendent, that Dr. Haimer be paid 2.00% of her annual salary, or \$2,958.00

Qualitative Goal:

Facilitate the creation of the 3rd course for Personal Financial Literacy Study Skills for the middle schools. The course development process will involve a team of stakeholders including teachers, technology specialists and coordinators, supervisors and administrators.

The Board of Education approves the certification that Edward Aldarelli of the Freehold Township School District has met and achieved the following quantitative goal, and directs Robert DeVita, Board Secretary, as per the Memorandum of Understanding for Merit Goals, to pay Edward Aldarelli \$2,125.

Goal - Using the *LearnBop* assessment and intervention tool, students in grade 5 who score 80% or lower on the pre-assessment will increase their score on the post-assessment by 10 percentage points

The Board of Education approves the certification that Anne Kuras of the Freehold Township School District has met and achieved the following quantitative goal, and directs Robert DeVita, Board Secretary, as per the Memorandum of Understanding for Merit Goals, to pay Anne Kuras \$2,125.

Goal - Using the *LearnBop* assessment and intervention tool, students in grade 5 who score 80% or lower on the pre-assessment will increase their score on the post-assessment by 10 percentage points

The Board of Education approves the certification that Katie Harms, of the Freehold Township School District has met and achieved the following Qualitative goal, and directs Robert DeVita, Board Secretary, as per the Memorandum of Understanding for Merit Goals, to pay Katie Harms, \$2,125.

Qualitative Goal:

Facilitate the creation of the 3rd course for Personal Financial Literacy Study Skills for the middle schools. The course development process will involve a team of stakeholders including teachers, technology specialists and coordinators, supervisors and administrators.

The Board of Education approves the certification that Dr. Charlene Marchese of the Freehold Township School District has met and achieved the following quantitative goal, and directs Robert DeVita, Board Secretary, as per the Memorandum of Understanding for Merit Goals, to pay Dr. Charlene Marchese \$2,125.

Qualitative Goal:

To facilitate the first year of our work with North Carolina State University SUDDS project.

**B. Curriculum/Staff Development Committee – Jennifer Patten - Chairperson
Committee Members: Dan DiBlasio, Staci Triandafellos
Administrative Liaison: Pam Haimer**

HOME INSTRUCTION

1. The Superintendent recommends ratification for the following student to receive bedside/home instruction for the 2015-2016 school year:

Student: 3014343162
 Tutor: Professional Education Services, Inc.
 Rate: \$45.00 per hour – not to exceed 10 hours per week
 Start Date: 05/04/16
 Duration: TBD

Student: 1046964330
 Tutor: Professional Education Services, Inc.
 Rate: \$45.00 per hour – not to exceed 10 hours per week
 Start Date: 05/10/16
 Duration: TBD

Student: 9250429113
 Tutor: Chris Sammy
 Classification: 504
 Rate: \$45.00 per hour – not to exceed 5 hours per week
 Start Date: 05/12/16
 Duration: TBD

Student: 3398660164
 Tutor: Chris Sammy, Lia DiPalma, Laura Bergen
 Rate: \$45.00 per hour – not to exceed 5 hours per week
 Start Date: 04/22/16
 Duration: TBD

Student: 6556125878
 Tutor: School Answers
 Rate: \$75/hour – 10 hours per week max
 Start Date: 5/11/16
 End Date: TBD

STUDENT TEACHER PLACEMENT

2. The Superintendent recommends approval of the following student teacher and practicum placements for the 2016-2016 and/or 2016-2017 school year:

| <u>STUDENT</u> | <u>COOPERATING STAFF</u> | <u>DATES</u> |
|---|-----------------------------------|-------------------|
| Kaitlyn Lessing (Kean University) | Michele Weissman/ Ryan Eichner | 9/1/16 - 12/23/16 |
| Kerry Luttrell (Seton Hall University) | Chrissy Filozof | 6/6/16 – 6/24/16 |
| Donna Frassetto (Georgian Court) | Christine Cleffi | 7/1/16 – 8/30/16 |

- C. Finance/Facilities/Transportation Committee – Kay Holtz - Chairperson**
Committee Member: Edward Hudak, Chris Marion
Administrative Liaison: Robert DeVita

APPOINTMENTS AND SIGNATORIES

LEGAL DEPOSITORIES

1. The Superintendent recommends authorization that the following agencies be named as legal depositories for funds of the Freehold Township Board of Education for the 2016-2017 school year:

The Provident Bank
NJ Cash Management

PETTY CASH ACCOUNTS

2. The Superintendent recommends approval of the following petty cash accounts for the 2016-2017 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 2016-2017 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 CTBS, DDES | The Provident Bank | Principal and Assistant Principal |
| Petty Cash CRAS | The Provident Bank | Principal |
| Petty Cash CTBS, DDES | The Provident Bank | Principal or Assistant Principal |
| Petty Cash ECLC | The Provident Bank | Principal |
| Petty Cash Board of Education | The Provident Bank | Business Administrator/Board Secretary |
| The Freehold Township Board of Education FSA Reimbursement Acct. | The Provident Bank | Business Administrator/Board Secretary |
| The Freehold Township Board of Education FSA Ad- ministration Fee Acct. | The Provident Bank | Business Administrator/Board Secretary |
| NJ Cash Management | NJ Cash Management | 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, 2016 – June 30, 2017, 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, 2016 – June 30, 2017.

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 2016-2017 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, Vanguard and Lincoln Investment, for the 2016-2017 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 2016-2017 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 2016-2017 school year.
10. The Superintendent recommends approval of the appointment of Courtney Colford, School Counselor, as the Substance Assistance Coordinator.
11. The Superintendent recommends approval of the appointment of Robert DeVita, Business Administrator, as Board Secretary, as the Safety and Health Designee, as the Custodian of Records, and as the Public Agency Compliance Officer for the 2016-2017 school year.

Further, it is recommended that Robert DeVita, Business Administrator, be authorized to award contracts on behalf of the Freehold Township Board of Education that are in the aggregate less than 15% of the bid threshold (Currently \$6,000) without soliciting competitive quotations, and to seek competitive quotations, when applicable and practicable, and award contracts on behalf of the Freehold Township Board of Education when contracts in the aggregate exceed 15% of the bid threshold, but are less than the bid threshold of \$40,000.

12. The Superintendent recommends approval of the appointment of Ilene Tepper as Assistant Board Secretary for the 2016-2017 school year.

13. 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 2016-2017 school year.
14. 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 2016-2017 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
15. 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 2016-2017 school year.
16. 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 2016-2017 school year.
17. The Superintendent recommends approval of checks generated by the payroll system with the pre-signed signature of the Superintendent and Board Secretary for the 2016-2017 school year.
18. 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 2016-2017 school year.
19. The Superintendent recommends approval of Wilentz, Goldman & Spitzer, P.A. as Bond Counsel for the 2016-2017 school year.

UNIFORM MINIMUM CHART OF ACCOUNTS

20. The Superintendent recommends approval to authorize the Uniform Minimum Chart of Accounts for the New Jersey Public Schools for the 2016-2017 school year.

BOARD 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 Board Attorney as per N.J.S.A. 18A-5(1) for the period July 1, 2016 – June 30, 2017, 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

22. 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, 2016 – June 30, 2017, at a cost of \$145 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, 2016 – June 30, 2017, 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, 2016 – June 30, 2017. 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, 2016 – June 30, 2017 at a cost of \$850 per year. The firm has been selected based on professional experience and prior performance for the board of education.

2016-2017 TAX PAYMENT SCHEDULE

26. The Superintendent recommends approval to accept the following 2016-2017 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 8, 2016 | 5,337,890.00 | \$ 1,802,797.08 | 7,140,687.08 |
| August 10, 2016 | 5,337,890.00 | | 5,337,890.00 |
| September 9, 2016 | 5,337,890.00 | | 5,337,890.00 |
| October 10, 2016 | 5,337,890.00 | | 5,337,890.00 |
| November 10, 2016 | 5,337,890.00 | | 5,337,890.00 |
| December 9, 2016 | 5,337,890.00 | | 5,337,890.00 |
| January 10, 2017 | 5,337,890.00 | \$ 1,397,334.92 | 6,735,224.92 |
| February 10, 2017 | 5,337,890.00 | | 5,337,890.00 |
| March 10, 2017 | 5,337,890.00 | | 5,337,890.00 |
| April 6, 2017 | 5,337,890.00 | | 5,337,890.00 |
| May 10, 2017 | 5,337,890.00 | | 5,337,890.00 |
| June 9, 2017 | 5,337,890.00 | | 5,337,890.00 |
| Total Taxes | \$ 64,054,680.00 | \$ 3,200,132.00 | \$ 67,254,812.00 |

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, 2016, **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 2016 and the Treasurer's report for the month of April 2016.

Pursuant to N.J.A.C. 6A:23A-16.10(c)(4), we certify that as of April 30, 2016, the Board Secretary's monthly financial report (appropriations section) did not reflect an over expenditure in any of the major accounts or funds, and based on the appropriation balances reflected on this report and the advice of the district officials, we have no reason to doubt that the district has sufficient funds to meet its financial obligations for the remainder of the fiscal year.

BILLS & CLAIMS

3. The Superintendent recommends approval of the following list of bills dated May 24, 2016, which have been reviewed and approved by a Board member:

| | Machine Print Checks | Hand Checks | Total Bills |
|---------------------------|----------------------|-------------|-------------|
| Current Expense (General) | | | |
| Current Expense | 338,829.34 | | 338,829.34 |
| Capital Outlay | | | |
| Education Job Fund | | | |
| Special Revenue | 12,902.11 | | 12,902.11 |
| Capital Project | | | |
| Debt Service | | | |
| Total Bills | 351,731.45 | | 351,731.45 |

APPROVAL OF TRAVEL AND RELATED EXPENSES

4. 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 |
|--------------------|-------------|------------------------------|---------|----------|
| Force, Lisa | Media Spec. | Rutgers K-12 Maker Ed. Conf. | 8/18/16 | \$150.00 |
| Sliwoski, Jill | Teacher | PBSIS Leadership Forum | 6/1/16 | \$14.50 |
| Piscitelli, Angela | Teacher | PBSIS Leadership Forum | 6/1/16 | \$14.50 |
| Murphy, Lynsey | Teacher | PBSIS Leadership Forum | 6/1/16 | \$14.50 |
| Mahon, Leslie | Teacher | PBSIS Leadership Forum | 6/1/16 | \$14.50 |
| Fischer, Erin | Teacher | PBSIS Leadership Forum | 6/1/16 | \$14.50 |
| Fernandez, Diane | Teacher | PBSIS Leadership Forum | 6/1/16 | \$14.50 |
| Cecilione, Laura | Teacher | PBSIS Leadership Forum | 6/1/16 | \$14.50 |

| | | | | |
|--------------------|---------|---|----------------------|------------|
| Albanese, Rob | Teacher | PBSIS Leadership Forum | 6/1/16 | \$14.50 |
| Albanese, Holli | Teacher | PBSIS Leadership Forum | 6/1/16 | \$14.50 |
| Jones, Kara | Teacher | Wilson Reading & Lang. Foundations | 6/13/16 | \$165.00 |
| Mercadante, Leanne | Teacher | Wilson Reading & Lang. Foundations Level 2 Training | 6/14/16 | \$165.00 |
| Wagner, Corinne | LDTC | Wilson Training | 6/15, 6/16 & 6/17/16 | \$3,250.00 |
| Levine, Natalie | Teacher | Wilson Level 1 Applied Methods | 6/15, 6/16 & 6/17/16 | \$3,250.00 |

RESOLUTION

5. The Superintendent recommends approval of the following resolution authorizing Disposal of Surplus Property conducted through GovDeals.com:

WHEREAS, the Freehold Township Board of Education is the owner of certain surplus property which is no longer needed for educational purposes; and

WHEREAS, the Freehold Township Board of Education desires to sell said surplus property in "as is" condition without express or implied warranties;

NOW THEREFORE, be it RESOLVED by the Freehold Township Board of Education, County of Monmouth, as follows:

- A. The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract A-83453/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals are available online at govdeals.com and also available from the Freehold Township Board of Education.
- B. The sale will be conducted online and the address of the auction site is govdeals.com.
- C. The sale is being conducted pursuant to Local Finance Notice 2008-9.
- D. A list of the surplus property to be sold is as follows:

| Quantity | Item | Description |
|----------|---------------|--|
| 2 | Base Cabinets | 45" Wide X 23" Deep X 32 ¾" High – 1 Door hinged Left and 4 Drawers |
| 1 | Base Cabinet | 45" Wide X 23" Deep X 32 ¾" High – 1 Door hinged Right and 4 Drawers |
| 1 | Base Cabinet | 42" Wide X 23" Deep X 32 ¾" High – Double Door and Two Drawers |
| 1 | Base Cabinet | 33" Wide X 23" Deep X 32 ¾" High – One Door hinged Right, Four Drawers |
| 1 | Base Cabinet | 24" Wide X 23" Deep X 32 ¾" High – Four Drawers |
| 2 | Base Cabinets | 24" Wide X 23" Deep X 32 ¾" High – One Door hinged Right, One drawer |
| 3 | Base Cabinets | 30" Wide X 23" Deep X 32 ¾" High – Sink Base, Double Door |
| 3 | Base Cabinets | 17" Wide X 23" Deep X 32.75 High Lazy Susan Corner Door hinged Right |
| 2 | Base Cabinets | 17" Wide X 23" Deep X 32.75 High Lazy Susan Corner Door hinged Left |
| 1 | Wall Cabinet | 3 @ 48" Wide X 12 ½" Deep X 30 ½" High – Double Door |
| 1 | Wall Cabinet | 3 @ 42" Wide X 12 ½" Deep X 30 ½" High – Double Door |
| 2 | Wall Cabinets | 4 @ 33" Wide X 12 ½" Deep X 30 ½" High – Double Door |
| 2 | Wall Cabinets | 4 @ 30" Wide X 12 ½" Deep X 30 ½" High – Double Door |
| 1 | Wall Cabinet | 3 @ 24" Wide X 12 ½" Deep X 30 ½" High – One Door hinged Left |

- E. The surplus property as identified shall be sold in an "as-is" condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.
- F. The Freehold Township Board of Education reserves the right to accept or reject any bid submitted.

HONORARIA

- 6. The Superintendent recommends approval to accept a donation in the amount of \$8,000 from the Eisenhower PTO to be used for the following 2016-2017 honoraria:

| | |
|-------------------------|---------|
| Intramural Basketball | \$1,000 |
| Intramural Floor Hockey | \$1,000 |
| Shot Put/Discus | \$1,000 |
| Table Tennis Club | \$1,000 |
| STEAM Club | \$1,000 |
| Baking Club | \$1,000 |
| History Club | \$1,000 |
| Debate Team | \$1,000 |

DONATIONS

- 7. The Superintendent recommends approval to accept a donation from the Applegate PTO in the amount of \$25,000 to be used for the Applegate STEAM Center.

ACCEPTANCE OF BIDS FOR BOILER CLEANING & REPAIR

- 8. The Superintendent recommends approval to accept the following base bids for the Boiler Cleaning and Repair - Time and Material Bid 2016-17:

| Bidder Name | Annual Cost | Alternate #1 | Alternate #2 |
|----------------------------|--------------------|---------------------|---------------------|
| Northwind Mechanical | \$16,025.00 | \$5,450.00 | \$2,925.00 |
| Peterson Service Co., Inc. | \$42,000.00 | \$9,020.00 | \$5,060.00 |

AWARD OF BIDS FOR BOILER CLEANING & REPAIR

- 9. The Superintendent recommends approval to award the bid for the Boiler Cleaning and Repair- Time and Material Bid 2016-17 to the lowest responsive and responsible bidder Northwind Mechanical Systems, Inc., 1305 Roller Road, Ocean, NJ 07712 for a total amount of \$24,400. The Time & Material portion of the bid to be paid at the following rates:

| | |
|---------------------------------|----------|
| Hourly Mechanic Wage | \$88.00 |
| Hourly Mechanic Helper Wage | \$58.00 |
| O/T Hourly Mechanic Wage | \$132.00 |
| O/T Hourly Mechanic Helper Wage | \$87.00 |
| Mark-Up | 15% |

ACCEPTANCE OF BIDS FOR ELECTRICAL SUPPLIES

- 10. The Superintendent recommends approval to accept the following bids for electrical supplies per Attachment "A":

Cooper Electric Supply Co.
 Facility Solutions Group
 Sunshine Lighting

AWARD OF BIDS FOR ELECTRICAL SUPPLIES

11. The Superintendent recommends approval to award following bids for electrical supplies per Attachment "A":

Cooper Electric Supply Co.
Facility Solutions Group
Sunshine Lighting

CONTRACTS

12. The Superintendent recommends approval of the following contracts:

Student: 9958287210
Provider: Bayada Home Health Care, Inc.
Service: In-school nursing care
Cost: \$55.75/hour for RN services or \$45.75/hour for LPN services
Start Date: 7/1/16
End Date: 6/30/17

Student: 9114023994
Provider: Bayada Home Health Care, Inc.
Service: In-school nursing care
Cost: \$55.75/hour for RN services or \$45.75/hour for LPN services
Start Date: 7/1/16
End Date: 6/30/17

TRANSFERS

13. The Superintendent recommends approval of the following transfers for the 2015-2016 school year:

| <u>Amount</u> | <u>From</u> | <u>To</u> |
|---------------|---|--|
| \$1,800 | 11-000-219-390-40-000 CST Prof./Tech Serv. | 11-213-100-610-40-000 Resource Room Supplies |
| \$2,000 | 11-000-219-390-40-000 CST Prof./Tech Serv. | 11-000-216-600-40-000 Speech/OT/PT Supplies |
| \$10,000 | 11-000-219-390-40-000 CST Prof./Tech Serv. | 11-000-219-592-40-000 CST, Misc. Purch. Serv. |

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

It is anticipated that the length of time of this executive session will be 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.