

FREEHOLD TOWNSHIP BOARD OF EDUCATION
April 8, 2014
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 17, 2014 and in the News Transcript on Wednesday, January 23, 2014."

III. Pledge of Allegiance

IV. Roll Call

V. Approval of Minutes

Regular Meeting Minutes and Executive Session Minutes of March 25, 2014

VI. Communications

Resignation letter from staff member

Enrollment	March 2013	4161
	February 2014	4064
	March 2014	4053

VII. President's Remarks

VIII. Administrative Report

Bullying Investigation Report

IX. Public Participation

X. Board Reports and Actions

A. Personnel/Policies/Communications Committee – Jennifer Patten, Chairperson
Committee Members: Vincent Bruno, Mindy Wille
Administrative Liaison: Neal Dickstein

BULLYING INVESTIGATION REPORT

1. The Superintendent recommends approval to accept the bullying investigation reports received from March 12, 2014 through April 4, 2014.

RETIREMENT

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

NAME: Lynn Hoenig
 POSITION: Teacher – Barkalow Middle School
 POSITION CONTROL #: 770
 ACCOUNT #: 11-213-100-101-10
 EFFECTIVE: June 30, 2014

NAME: Angela Juffey
 POSITION: Teacher – Eisenhower Middle School
 POSITION CONTROL #: 394
 ACCOUNT #: 11-130-100-101-10
 EFFECTIVE: June 30, 2014

RESIGNATION

3. The Superintendent recommends approval to accept the resignation of the following staff member for the 2013-2014 school year:

NAME: Theresa Dorilio
 POSITION: Part Time Custodian – Donovan Elem. School
 POSITION CONTROL #: 278
 ACCOUNT #: 11-000-262-100-10
 EFFECTIVE: April 23, 2014

SALARY ADJUSTMENT

4. The Superintendent recommends ratifying the approval of the salary adjustment of the following staff members for the 2013-2014 school year:

NAME: Gerlinde Kahrs
 POSITION: Transportation Attendant
 POSITION CONTROL #: 568
 ACCOUNT #: 11-000-270-161-10
 FROM: \$14,444.16
 TO: \$15,758.10
 EFFECTIVE: March 17, 2014 through June 30, 2014

NAME: Michelina Bellia
 POSITION: Bus Driver
 POSITION CONTROL #: 583
 ACCOUNT #: 11-000-270-161-10
 FROM: \$21,574.30
 TO: \$23,971.60
 EFFECTIVE: March 17, 2014 through June 30, 2014

NAME: Jennifer Wolf
 POSITION: Long Term Sub. Tchr. Asst. – Donovan Elem. School
 FROM: \$24,764.00 GUIDE: TA STEP: 2
 TO: \$24,564.00 GUIDE: TA STEP: 2
 EFFECTIVE: March 31, 2014 through June 30, 2014

LEAVES OF ABSENCE

5. The Superintendent recommends approving the leave of absence of the following staff members for the 2013-2014 school year:

NAME: Marylou Guinan
 POSITION: Bus Driver
 POSITION CONTROL #: 530
 ACCOUNT #: 11-000-270-160-10
 UNPAID LEAVE: June 20, 2014 through June 26, 2014

NAME: Brian Kelly
 POSITION: Custodian
 POSITION CONTROL #: 263
 ACCOUNT #: 10-000-262-100-10-000
 UNPD FEDERAL FMLA: April 22, 2014 through May 9, 2014

6. The Superintendent recommends extending the leave of absence of the following staff member for the 2013-2014 school year:

NAME: Patricia Marshall
 POSITION: Teacher – Catena Elem. School
 POSITION CONTROL #: 330
 ACCOUNT #: 11-120-100-101-10
 UNPD FEDERAL FMLA: April 10, 2014 through April 25, 2014

7. The Superintendent recommends ratifying the adjustment to the leave of absence of the following staff members:

NAME: Nicole Valenti
 POSITION: Teacher – Errickson Elem. School
 POSITION CONTROL #: 718
 ACCOUNT #: 11-214-100-101-10
 FROM UNPD FEDERAL FMLA: January 11, 2014 through April 8, 2014
 TO UNPD FEDERAL FMLA: January 11, 2014 through March 26, 2014
 UNPAID NJ FAMILY LEAVE: March 27, 2014 through June 26, 2014
 UNPAID LEAVE: June 27, 2014 through June 30, 2014

NAME: Corrynn Ross
 POSITION: Teacher – West Freehold School
 POSITION CONTROL #: 170
 ACCOUNT #: 11-120-100-101-10
 FROM UNPD NJ FMLA: February 6, 2014 through March 28, 2014
 TO UNPD NJ FMLA: February 10, 2014 through March 28, 2014

JOB DESCRIPTION REVISION

8. The Superintendent recommends revising the following job description:

Non-Certified Information and Educational Technology Coordinator A.22

Qualifications:

1. Strong commitment to improving public education
2. Writes and speaks effectively
3. Ability to use various media equipment, e.g. still, digital and video cameras, etc.
4. Ability and knowledge in web page design
5. High energy level
6. Knowledgeable regarding Freehold Township and its schools
7. Available to work during school day as well as to attend evening meetings
8. Effective interpersonal skills
9. Such alternatives to the above qualifications as the board of education may find appropriate and acceptable
10. Minimum of Bachelor's Degree and Instructional Certificate preferred

Reports to: Assistant Superintendent of Educational Services/Technology

Major duties and responsibilities:

1. Under direction of the superintendent/or designee, prepares and implements a comprehensive communications plan for the district with emphasis on crisis communication.
2. Primary responsibility for maintaining and updating information on all central office web pages.
3. Reviews individual school web pages for appropriate content, timelines, grammar, spelling, and layout.
4. Responsible for District website design and content.
5. Attends, as directed, PTO liaison and board of education meetings.
6. Prepares board of education newsletters and communication releases.
7. Promotes and implements media coverage of district news and events.
8. Promotes awareness of importance of communications. Develops methods to identify and promote information sharing with the public about school activities.
9. Prepares video presentations about our schools for various needs.
10. Works cooperatively with the Freehold Township Public Information Officer.
11. Prepares press releases.
12. Coordinates community outreach programs.
13. Develops and publishes a calendar of school activities (band concerts, plays, shows, visitations) as well as the yearly District Calendar.
14. Communicates with all principals and staff to keep current on happenings in the schools that would be of interest to the media (classroom activities, assemblies, school-wide projects).
15. Maintain the photo data base of students who can be photographed or interviewed.
16. Process purchase orders for the Technology Department.
17. Manages communications of Technology Department with faculty, staff members and external vendors.
18. Provides first level help desk services to faculty and staff members on software and hardware issues.
19. Manages the distribution and licensing of take home software for faculty staff members.
20. Serves as the liaison between the Technology Integration Coordinators and the Technology Department.
21. Conducts regular meetings with the Technology Integration Coordinators.
22. Coordinates tasks with the Technology Integration Coordinators.
23. Works cooperatively with the curriculum department and other professional staff in planning and implementing the effective use of instructional technology across the curriculum.
24. Assists in the planning and implementation of the district's technology in-service education program for the instructional staff.
25. Assists in the development of the district's technology plan and educational programs.
26. Researches trends in instructional technology and disseminates to Technology Integration Coordinators and other staff, as appropriate.
27. Researches and recommends new instructional software and web based resources to Assistant Superintendent of Educational Services/Technology.
28. Oversees implementation of new instructional technology.
29. Other duties as assigned by the superintendent/designee.

Terms of Employment

Salary established by the Board of Education
12 month position

AFTER SCHOOL MONITOR

9. The Superintendent recommends approval of the following staff member to serve as district monitor at a rate of \$24.50 per hour for the 2013-2014 school year:

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>SCHOOL</u>
Aurora Selah	Monitor	DDES

RESCIND HONORARIA

10. The Superintendent recommends authorization to rescind the following honorarium for the following staff member for the 2013-2014 school year:

<u>NAME</u>	<u>ACTIVITY</u>	<u>SCHOOL</u>
John Sciarappa	After School Intramurals	MWES

HONORARIUM

11. The Superintendent recommends the following staff members for the following honoraria for the 2013-2014 school year:

<u>NAME</u>	<u>ACTIVITY</u>	<u>SCHOOL</u>	<u>AMOUNT</u>
John Sciarappa*	After School Intramurals	MWES	\$500.00
Amy Deseno*	After School Intramurals	MWES	\$500.00

*shared honorarium

CERTIFIED SUBSTITUTES

12. The Superintendent recommends approval of the following persons to substitute for the eight schools in the district for the 2013-2014 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.

Jennifer Wolf
 Francesco Composto
 Peter Cavezza
 Tara Contegiacomo

SUPPORT STAFF SUBSTITUTES

13. The Superintendent recommends approval of the following persons to substitute for the eight schools in the district for the 2013-2014 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>
Jennifer Wolf	Jennifer Wolf	Jennifer Wolf
Noelee Wilkins	Noelee Wilkins	Noelee Wilkins
Francesco Composto	Francesco Composto	Francesco Composto
Deborah Bishof	Deborah Bishof	Deborah Bishof
Tara Contegiacomo	Tara Contegiacomo	Tara Contegiacomo
<u>Custodian</u>	<u>Bus Driver</u>	
Jesse Kalapos	William Anderson	
Debra McManus		

R.I.F. RESOLUTION

14. WHEREAS, declining enrollment and budgetary constraints have made necessary a reduction in operating costs including staff reorganization and corresponding Reduction in Force;

NOW, THEREFORE, BE IT RESOLVED by the Freehold Township Board of Education that the District table of organization be and herewith is amended and revised by the following reduction in number of positions and job titles:

- a. Health and Physical Education (1)
- b. Industrial Arts/Technology Education (1)

BE IT FURTHER RESOLVED that the employment of the following employees be and herewith is terminated pursuant to the above-described Reduction in Force:

- a. Lauren Maniaci
- b. Thomas Caruso

BE IT FURTHER RESOLVED that the Superintendent of Schools is herewith authorized to give notice to the above-named employees of the elimination of their positions and to provide such employees with notice and such other termination benefits as are required by statutory, regulatory and contractual provisions; and

BE IT FURTHER RESOLVED that the following employees who are entitled, by operation of the tenure statute and seniority regulations of the New Jersey State Board of Education, be placed on preferred eligibility lists, in accordance with their seniority/ tenure rights:

- a. Lauren Maniaci
- b. Thomas Caruso

BE IT FURTHER RESOLVED by the Freehold Township Board of Education that the provisions of this Resolution be and herewith are effective July 1, 2014.

**B. Curriculum/Staff Development Committee – Chris Marion - Chairperson
Committee Members: Dan DiBlasio, Kay Holtz
Administrative Liaison: Janet Creech**

HOME INSTRUCTION

1. The Superintendent recommends ratification for the following students to receive bedside/home instruction for the 2013-2014 school year:

Student: 4937326889
 Tutor: Melissa Kane
 Cost: \$45.00/hour – not to exceed 5 hours per week
 Start Date: 03/20/14
 End Date: TBD

Student: 1046964330
 Tutor: Education Inc.
 Cost: \$49.00/hour – not to exceed 10 hours per week
 Start Date: 03/25/14
 End Date: TBD

**C. Finance/Facilities/Transportation Committee – Michael Amoroso, Chairperson
 Committee Members: Michelle Lambert, Jason Levy
 Administrative Liaison: Brian Boyle**

BILLS & CLAIMS

- The Superintendent recommends approval of the following list of bills dated April 8, 2014, which have been reviewed and approved by a Board member:

	Machine Print Checks	Hand Checks	Total Bills
Current Expense (General)			
Current Expense	1,261,138.00		1,261,138.00
Capital Outlay	330.00		330.00
Education Job Fund			
Special Revenue	3,099.25		3,099.25
Capital Project			
Debt Service			
Total Bills	1,264,567.25		1,264,567.25

TRANSFERS

- The Superintendent recommends approval of the following transfers for the 2013-2014 school year:

<u>Amount</u>	<u>From</u>	<u>To</u>
\$ 5,000	11-190-100-320-17-000 Reg. Instr. Purch. Prof. Serv.	11-000-221-110-11-000 Improve Instr., Salaries
\$ 5,000	11-190-100-610-09-000 Reg. Instr. Supplies	11-000-221-110-11-000 Improve Instr., Salaries
\$10,000	11-000-223-320-35-000 Instr. Staff Training Purch. Prof. Services	11-000-221-110-11-000 Improve Instr., Salaries
\$10,000	11-000-100-566-40-000 Tuition, Private	11-000-221-110-11-000 Improve Instr., Salaries
\$ 425	11-000-262-520-05-000 Custodial Insurance	11-000-270-593-05-000 Student Transp. Insurance

APPROVAL OF TRAVEL AND RELATED EXPENSES

- 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
Beaumont, Doreen	Exec. Secretary	NJASBO Central Office Admin. Asst. Workshop	5/8/14	\$75.00

*Grant Funded

ADOPTION OF NEW SCHOOL TIMES

- The Superintendent recommends the adoption of the following 2014-2015 school times:

2014-2105 School TimesTier 1 – CTB, DDES

	New Times	Current
Doors open:	7:30 AM	8:15 AM
Period 1 begins:	7:40 AM	8:30 AM
Dismissal:	2:16 PM	2:50 PM

Tier 2 – CRAS, MWES, WFS

	New Times	Current
Doors open:	8:10 AM	7:35 AM
School starts:	8:20 AM	7:50 AM
Dismissal:	2:55 PM	2:10 PM

Tier 3 – JJCS, LDS, ECLC

	New Times	Current
Doors open:	8:40 AM	8:50 AM
School starts:	8:50 AM	9:05 AM
Dismissal:	3:25 PM	3:25 PM

DISPOSAL

5. The Superintendent recommends disposing of a Riso EZ220, Machine ID A4785, Serial #79700996 from the Applegate Elementary School.

DONATION

6. The Superintendent recommends acceptance of a donation of a mid-traveler curtain for the D.D. Eisenhower Middle School stage from NorthEast Stage, valued at \$7,500.

ROD GRANT RESOLUTION

7. The Superintendent recommends approval of the following resolution:

RESOLVED that Freehold Township Board of Education approve the following projects authorizing execution and delivery of the Grant Agreement:

Exterior Door Replacement at Clifton T. Barkalow Middle School,
Project #1660-023-14-1004-G04
Exterior Door Replacement at Eisenhower Middle School,
Project #1660-024-14-1005-G04
Exterior Door Replacement at Catena Elementary School,
Project #1660-020-14-1002-G04
Exterior Door Replacement at Donovan Elementary School
Project #1660-026-14-1007-G04
Exterior Door Replacement at Errickson Elementary School
Project #1660-025-14-1006-G04
Exterior Door Replacement at Applegate Elementary School
Project #1660-021-14-1003-G04
Exterior Door Replacement at Early Childhood Center
Project #1660-070-14-1009-G04
Boiler Replacement at Barkalow Middle School
Project #1660-023-14-1001-G04

BE IT FURTHER RESOLVED that the delegation of authority is given to the School Business Administrator for supervision of the School Facilities Projects.

HAMPTON ACADEMY RESOLUTION

- 8. The Superintendent recommends approval that the Hampton Academy is not required to charge students for reduced and/or paid meals for the 2014-2015 school year.

SAFETY GRANT

- 9. The Superintendent recommends approval of the submission of an application for the 2014 Safety Grant Program through the New Jersey Schools Insurance Group's MOCSSIF Subfund, for the purpose of purchasing protective film. This will provide an additional layer of security at the intermediate perimeter of all district facilities by installing it on exterior door glass and windows to prevent a potential intruder from breaking glass, reaching in and unlocking doors/windows to gain access. The grant amount is \$19,684.39 for the period of July 1, 2014 through June 30, 2015.

- 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
 - Assignment of Substitute Coverage
- 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 10 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.