

Manalapan, New Jersey
April 16, 2019

The Manalapan-Englishtown Regional Board of Education in the County of Monmouth, State of New Jersey, convened on April 16, 2019 at 7:00 for a Regular Board Meeting. This meeting was held at Pine Brook School, 155 Pease Road, Manalapan, New Jersey.

This meeting was called to order by the Board President, Dotty Porcaro.

Roll call showed the following board members in attendance:

Gerald Bruno, Brian Graime (arrived 7:15 p.m.), Janet Lewis, Christine Parisi, Dotty Porcaro, Jim Raffone, Joanne Schechter, Lori Semel, Joe Tringali

Also in attendance:

John J., Marciante, Jr. Ph.D., Superintendent
Veronica Wolf, Business Administrator/Board Secretary
Nicole Santora, Ed.D., Assistant Superintendent for Curriculum and Human Resources
Shannon Barth, Manager of Human Resources
Michael Sloan, Assistant Business Administrator/.Assistant Board Secretary

OPENING STATEMENT

Statement is hereby made that adequate notice of this meeting was given by:

1. The prominent posting of said notice in all district schools and other public places.
2. The mailing and/or hand delivery of said notice to the designated newspapers, Asbury Park Press and News Transcript and The Manalapan Patch.
3. Filing with the Clerk of Manalapan Township and the Clerk of Englishtown Borough.

STUDENT PERFORMANCE

1. Pine Brook Chorus and Jazz Band

There was a performance by the Pine Brook Chorus and Jazz Band.

FOR THE BOARD'S INFORMATION

1. Pulsera Box - Manalapan-Englishtown Middle School

The Spanish students at MEMS hosted the school's 4th annual Pulsera Project Sale two weeks ago and raised an impressive **\$4,700 in only 5 days**.

Upon receiving this information, the founder of the Pulsera Project, Colin Crane, wrote us an email to express his gratitude to our school community for standing out each year. As he notes in his email (below), MEMS is **"within the top 0.1% of schools that have ever been involved with the project."**

"thank you so much for checking in about the box from MEMS — we did receive the box back safely (thank you for having it sent so promptly!), and we were able to go through all of the returned materials on Friday afternoon. I have to tell you both how absolutely blown away we were to open up the box and see not a single pulsera remaining this year!! MEMS is always a true rockstar in the Pulsera Project world, and obviously this year was no exception, surpassing your past sale record by nearly \$1,000 — an absolutely astonishing feat for your fourth sale. It is pretty typical for a school's pulsera numbers to drift downward a little bit year after year, but you all have not only kept up the pace, but wildly exceeded it.

I hope you know how much we appreciate the hard work that you put in each year, and I hope that everyone who was involved in 2019's pulsera sale is super proud of their amazing success this time around. There's clearly something extremely special about the Manalapan-English community, and we're enormously grateful for the opportunity to work with you all each year. With the numbers from 2019's pulsera sale, you've now well-surpassed the \$10,000 mark for the total that you've raised since your first sale in 2016, and after one more sale, you guys will easily glide past the \$15,000 mark as well.

Of the nearly 2,800 schools we've worked with, that puts MEMS squarely within the top 0.1% of schools that have ever been involved with the project. And while the funds raised are a really great metric in many respects, I know that MEMS's participation goes well beyond the proceeds. It seems like each year you find new ways to make the project a special and meaningful experience for your students and community, and to make it an experience that will leave a lasting impact on them as they continue through to high school and college in the years to come.

Anyways, I will make sure to keep in touch as soon as we receive the proceeds check in the coming weeks, and until then I hope you'll extend an enormous "gracias!" to everyone in your community who pitched in to color the world with The Pulsera Project again in 2019. We love MEMS and we are so grateful for your partnership!"

Congratulations to our wonderful, motivated and enthusiastic MEMS students!

FOR THE BOARD'S ACTION

REORGANIZATION

Motion by Mrs. Lewis, seconded by Mr. Graime, and approved by roll call vote the following item:

1. Public Meetings Act

Open Public Meetings Act – Establish Meeting Dates, Time and Place

RESOLVED that the Manalapan-Englishtown Regional Board of Education, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim that the public meetings of the Board of Education will be held in the Manalapan-Englishtown Regional Board of Education Conference Room, Peter M. Friedman Administration Building, 54 Main Street, Englishtown, New Jersey 07726, at 7:30 p.m., as set forth below unless indicated otherwise:

BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent and Business Administrator/Board Secretary

BE IT FURTHER RESOLVED that the Board of Education does hereby designate the Asbury Park Press and News Transcript as official newspapers to receive notices of meetings; and

BE IT FURTHER RESOLVED that notices of meetings of the Board of Education will be posted in the Manalapan-Englishtown Regional Board of Education Administration Office and posted on the District website.

BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

BE IT FURTHER RESOLVED that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than three (3) minutes per individual.

- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

BE IT FURTHER RESOLVED that individuals or organizations desiring notification of Board Meetings shall request such notification through the Board Secretary's Office and be charged an annual fee of \$25.00, paid in advance.

BE IT FURTHER RESOLVED that the Board of Education will meet on the following dates:

Date	Type of Meeting	Time	Location
July 9, 2019	Committee of the Whole	7:30 p.m.	54 Main Street
July 23, 2019	Regular Action	7:30 p.m.	54 Main Street
August 6, 2019	Committee of the Whole	7:30 p.m.	54 Main Street
August 20, 2019	Regular Action	7:30 p.m.	54 Main Street
September 3, 2019	Committee of the Whole	7:30 p.m.	54 Main Street
September 17, 2019	Regular Action	7:30 p.m.	54 Main Street
October 15, 2019	Committee of the Whole	7:30 p.m.	54 Main Street
October 29, 2019	Regular Action	7:30 p.m.	54 Main Street
November 5, 2019	Committee of the Whole	7:30 p.m.	54 Main Street
November 19, 2019	Regular Action	7:30 p.m.	54 Main Street
December 3, 2019	Committee of the Whole	7:30 p.m.	54 Main Street
December 17, 2019	Regular Action Meeting	7:00 p.m.	Lafayette Mills School
January 7, 2020	Annual Reorganization Meeting	7:30 p.m.	54 Main Street
January 21, 2020	Regular Action	7:00 p.m.	Milford Brook School
February 4, 2020	Committee of the Whole	7:30 p.m.	54 Main Street
February 18, 2020	Regular Action Meeting	7:30 p.m.	54 Main Street
March 3, 2020	Committee of the Whole Meeting Permanent Art Collection and Budget Workshop **	7:30 p.m.	Wemrock Brook School
March 10, 2020	Regular Action Meeting - Tentative Budget Adoption **	7:30 p.m.	54 Main Street
March 24, 2020	Regular Action Meeting	7:30 p.m.	54 Main Street
April 7, 2020	Committee of the Whole	7:30 p.m.	54 Main Street
April 28, 2020	Regular Action Meeting	7:00 p.m.	Pine Brook School
May 5, 2020	Regular Action Meeting - Public Hearing and Adoption of the 2020-2021 Budget**	7:30 p.m.	54 Main Street
May 19, 2020	Regular Action Meeting - Superintendent Evaluation and Board Self Evaluation	7:30 p.m.	54 Main Street
June 2, 2020	Committee of the Whole - Evening of Excellence	7:00 p.m.	Taylor Mills School
	Regular Action Meeting -		

June 9, 2020	Evening of Appreciation	7:00 p.m.	Clark Mills School
June 23, 2020	Regular Action Meeting	7:30 p.m.	54 Main Street

** Subject to change based on statutory requirements and the 2020-2021 School Election and Budget Procedures Calendar.

2. Adoption of Official Newspapers

To authorize the Asbury Park Press be adopted as the Official Newspaper to be used for the advertisement of meetings and legal ads and all other necessary public notifications through June 2020. Further authorize that Meeting Notices and other advertisements be published in the News Transcript as needed.

3. Parliamentary Procedures

To adopt Robert’s Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the Board Secretary and Board Attorney to act as the parliamentarians through June 2020.

4. Approval of Depositories

The following item:

RESOLVED that the below listed Financial Institution, Fund and Corporation be designated as approved depositories for the Manalapan-Englishtown Regional Board of Education funds and that the Financial Institutions be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes:

Approval of Depositories:

- PNC Bank
- Bank of New York
- New Jersey Cash Management

BE IT FURTHER RESOLVED that the Board Secretary and/or the Assistant Board Secretary be authorized to wire transfer Board of Education funds between Board of Education accounts and non-board of education accounts.

BE IT FURTHER RESOLVED that the Board Secretary and/or the Assistant Board Secretary be authorized to enter into agreement/s with the State to allow the State to initiate credit entries to Board of Education accounts in its depositories by automatic deposit/s when appropriate.

BE IT FURTHER RESOLVED that any and all endorsements for or on behalf of this Corporation upon checks, drafts, notes or instruments for deposit or collection made

may be written or stamped endorsements of the Corporation without any designation of the person making such endorsements.

BE IT FURTHER RESOLVED that the Board Secretary be authorized on behalf of the Board of Education to change existing account types and establish new Statement Savings, NOW, Special Checking and/or Money Market Investments Accounts in any one or all of the above depositories when in the best interest of the Board of Education

BE IT FURTHER RESOLVED that any funds on deposit in Board of Education accounts be subject to withdrawal at any time upon presentation of warrants, checks, notes, bonds, bond coupons or other instruments or orders for the payment of money when signed, live or facsimile.

BE IT FURTHER RESOLVED that the Board of Education Secretary is hereby authorized to deliver, upon demand, specimen facsimile signatures of required authorities to the above approved depositories.

BE IT FURTHER RESOLVED that the Board Secretary and/or the Assistant Board Secretary be hereby authorized on behalf of the Board of Education to:

- (a) Withdraw from depositories and give receipt for, or authorize depositories to deliver to bearer or to any person designated by the Board Secretary, all or any documents and securities or other property held by the depositories for any purpose, and
- (b) Authorize the depositories to purchase or sell Certificates of Deposit, Repurchase Agreements and other securities, and
- (c) Execute and deliver all instruments required by the depositories in connection with any of the foregoing resolutions and affix thereto the seal of the Corporation.

5. Authorized Signatures

To authorize the signatures for money market, checking and savings accounts as per the attached list.

6. Bank Reconciliations and Treasurer's Reports

To designate the Assistant Business Administrator/Assistant Board Secretary as designee for the purpose of preparing the monthly reconciliation of bank account statements in accordance with N.J.S.A. 18-A:17-9 as amended by P.L. 2012 c39. Further recommend that the monthly reconciliation of bank account statements (the Treasurer's Report) be reviewed and approved by the Superintendent of Schools prior to approval by the Board of Education.

7. Appointment of Representatives Requesting Federal and State Funds

To designate the Superintendent of Schools and the Business Administrator/Board Secretary for the Manalapan-Englishtown Regional Board of Education or their designees as the Board's agents to request state and federal funds under the existing State and Federal Laws for the period from the date of this Organization Meeting to the Board Organization Meeting in the next calendar year.

8. Appointments

The following appointments through June 2020:

a.	Board Secretary	Veronica Wolf
b.	School Physician	Dr. Jose Lopez
c.	Affirmative Action Officer for District and Curriculum	Nicole Santora, Ed.D.
d.	504 Officer	Georgianna Petillo
e.	Right-To-Know Contact Person	Vincent Pietrucha
f.	Public Agency Compliance Officer	Michael Sloan
g.	Affirmative Action Officer for Contracts	Michael Sloan
h.	Homeless Liaisons	Georgianna Petillo
i.	Americans with Disabilities Act Officer	Shannon Barth
j.	Title 9 Officer	Cindy Cimino
k.	English as a Second Language Plan	Kimberly DiMarco
l.	Indoor Air Quality Officer	Vincent Pietrucha/Ahera Consultants
m.	Chemical Hygiene Officer	Vincent Pietrucha
n.	Asbestos Officer	Vincent Pietrucha/Ahera Consultants
o.	Integrated Pest Management Coordinator	Camille Robinson
p.	N.J. Class A/B UST Systems Operator	Camille Robinson
q.	N.J. Class A/B UST Systems Operator	David Carpenter

9. School Funds Investor

To designate the Business Administrator/Board Secretary as the School Funds Investor.

10. Tax Shelter Annuity Companies - Through June 2020

The following companies to provide Tax Shelter Annuity salary reduction agreements through June, 2020.

Equitable 403(b) and 457
Lincoln Investments 403(b) and 457

11. Petty Cash Accounts

To authorize the Board Secretary to establish the following interest petty cash fund accounts for the period of July 1st through June 30th during the next fiscal year in accordance with N.J.S.A.18A:4-15 and :19-13 and Title 6 of the N.J.A.C. 6:20-2.10:

School/Department	Name	Amount
MEMS - Coaches	Robert Williams	\$2,000
MEMS	Robert Williams	\$1,000
Superintendent	John Marciante, Jr.	\$300
Assistant Superintendent	Nicole Santora	\$400
Business Administrator/Board Secretary	Veronica Wolf	\$400
Pupil Personnel Services	Georgianna Petillo	\$300
Transportation	Christine Vastano	\$500
Director of Information Services	Michael Vaccarino	\$200
Clark Mills	Jayne Orlando	\$200
Early Learning Center	Melissa Foy	\$200
Lafayette Mills	Gregory Duffy	\$200
Milford Brook	Jodi Pepchinski	\$200
Pine Brook	Julie Szustowicz	\$200
Taylor Mills	Kerry Marsala	\$200
Wemrock Brook	Rebecca Seery	\$200

BE IT FURTHER RESOLVED to establish a maximum single Petty Cash expenditure of \$100 not to be exceeded without prior approval by the Board Secretary.

BE IT FURTHER RESOLVED that each account be replenished within a period of time not to exceed sixty (60) days without prior approval of the Board Secretary.

12. Claims Auditor Pre-Payment Authority

To designate the Business Administrator/Board Secretary as the Board of Education's Claims Auditor with authority, as provided by N.J.S.A. 18A:19-2 amended, to direct pre-payment of claims for Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the best interest of the Board to pay promptly.

13. Appointment of Representative to County Educational Services Commission

To designate the Superintendent of Schools as the Board representative to the Monmouth-Ocean Educational Services Commission for period from the date of this Organization Meeting to the Organization Meeting in the next calendar year.

14. Fee for Copies of Public Documents

The following resolution:

RESOLVED that the Board of Education hereby establishes a photocopy fee of \$0.05 per page for letter sized pages and smaller; \$0.07 per page for legal sized pages and larger; any electronic records are free of charge (records sent via fax or e-mail); and the actual cost to provide records sent in another medium (records on CD-ROM, DVD or computer disc).

FURTHER, BE IT RESOLVED that all requests for public information which requires employee time shall be provided at the hourly rate of the employee assigned to produce that public information.

15. Adoption of Emergency Management Plan

The emergency procedures described in the official Manalapan-Englishtown Regional Schools Emergency Management Plan as recommended by the Superintendent of Schools.

16. Multi-Year Plans and Manuals

The following multi-year plans and manuals:

(a)	The Long Range Facilities Plan
(b)	The Comprehensive Maintenance Plan (2018-2020)
(c)	The Comprehensive Equity Plan
(d)	The Standard Operating Procedures and Internal Control Manual
(e)	The District Purchasing Manual
(f)	The District Workers' Compensation Manual

17. Appointment of District Certified Purchasing Agent

The following resolution:

WHEREAS, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for

and receive bids and to award contracts as permitted by this chapter, and

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$40,000), may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and

WHEREAS, 18A:18A-37(c). provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$6,000) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution.

NOW, THEREFORE BE IT RESOLVED, that Manalapan-Englishtown Regional Board of Education, pursuant to the statutes cited above hereby appoints Veronica Wolf, as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Manalapan-Englishtown Regional Board of Education, and

BE IT FURTHER RESOLVED that Veronica Wolf is hereby authorized to award contracts on behalf of the Manalapan-Englishtown Regional Board of Education that are in the aggregate less than 15% of the bid threshold (currently \$6,000) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED that Veronica Wolf is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Manalapan-Englishtown Regional Board of Education when contracts in the aggregate exceed 15% of the bid threshold (currently \$6,000) but are less than the bid threshold of \$40,000.

18. State Contract Purchasing Resolution Authorizing the Procurement of Goods and Services through State Agency for the 2019-20 School Year

The following resolution:

WHEREAS, Title 18A:18A-10 provides that “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, The Manalapan-Englishtown Regional Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Manalapan-Englishtown Regional Board of Education desires to authorize its purchasing agent for the 2019-2020 to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED that the Manalapan-Englishtown Regional Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors that have State Contracts. The Purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contract Number utilized.

19. Custodian of Records - Public Access to Records

The following resolution:

WHEREAS, P.L. 2001, c.404 (C.47:1A-7), known as the Public Access Law, amends and supplements P.L. 1963, c 73.P.L. 1995, c.23 and P.L. 1998, c.17 regarding public access to government records, and

WHEREAS, the law designates that a person be designated as the custodian of a government record, and

WHEREAS, copies of permitted government records must be provided to persons upon written request and upon prepayment of fees prescribed by law or regulation, and

WHEREAS, except as otherwise provided by law or regulation, the fee assessed for the copying of a government record shall be \$0.05 per page for letter sized pages and smaller; \$0.07 per page for legal sized pages and larger; any electronic records are free of charge (records sent via fax or e-mail); and the actual cost to provide records sent in another medium (records on CD-ROM, DVD or computer disc).

NOW, THEREFORE, BE IT RESOLVED that the Board of Education appoints the Business Administrator/Board Secretary as the custodian of government records, and

BE IT FURTHER RESOLVED, that the Manalapan-Englishtown Regional School District approves the attached form for the use of any person, who requests access to a government record, and

BE IT FURTHER RESOLVED, that the fees should be reviewed and approved annually by the Board of Education.

20. Certificate of District Resolution - Cafeteria Plan

The following item:

The undersigned Secretary of Manalapan-Englishtown Regional Board of Education (The District), hereby certifies that the following resolutions were duly adopted by the Board of Education of the School District on February 6, 2001, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED that the form of Cafeteria Plan, effective February 6, 2001, presented to this meeting is hereby approved and adopted and that the proper officers of the District are hereby authorized and directed to execute and deliver to the Administrator of the Plan, one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper officers of the District shall act as soon as possible to notify the employees of the District of the adoption of the Cafeteria Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that attached hereto as Exhibits A and B, respectively, are true copies of Manalapan-Englishtown Regional Board of Education- Premium Conversion Plan and the Summary Plan Description approved and adopted in the foregoing resolutions.

21. Certificate of District Resolution - Cafeteria Plan

The following item:

The undersigned Secretary of Manalapan-Englishtown Regional Board of Education (The District), hereby certifies that the following resolutions were duly adopted by the Board of Education of the School District on February 6, 2001, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED that the form of Cafeteria Plan, effective February 6, 2001, presented to this meeting is hereby approved and adopted and that the proper officers of the District are hereby authorized and directed to execute and deliver to the Administrator of the Plan, one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper officers of the District shall act as soon as possible to notify the employees of the District of the adoption of the Cafeteria Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that attached hereto as Exhibits A and B, respectively, are true copies of Manalapan-Englishtown Regional Board of Education- Premium Conversion Plan and the Summary Plan Description approved and adopted in the foregoing resolutions.

22. Waiver of Coverage Resolution

The following Waiver of Coverage Resolution for the 2019-2020 school year:

WHEREAS, employees are now permitted to waive their School Employees' Health Benefits Program (SEHBP) medical and prescription coverage provided they have other health care coverage, and

WHEREAS, a State Health Benefits Program Coverage Waiver/Reinstatement Form and Active Employee Health Benefits Application must be submitted through the Human Resources Office to the SEHBP in order to waive SEHBP medical and prescription coverage, and

WHEREAS, to reinstate coverage under the SEHBP, an employee must once again complete a State Health Benefits Program Coverage Waiver/Reinstatement Form and Active Employee Health Benefits Application, and

WHEREAS, the employee must notify the SEHBP within thirty (60) days of the loss of the other coverage and provide proof of loss of that coverage, and

WHEREAS, reinstatement will be effective immediately following the loss of the employee's other health plan coverage,

NOW THEREFORE BE IT RESOLVED, that the Manalapan-Englishtown Regional Board of Education offers the opt out plan to all active eligible employees, and

BE IT FURTHER RESOLVED, those active eligible employees who are eligible for other health care coverage will receive an incentive payment of one-thousand dollars (\$1,000) for single coverage and two-thousand five hundred dollars (\$2,500) for member/spouse, parent/child, or family coverage, and

BE IT FURTHER RESOLVED, the incentive payment will be made twice a year on the closest pay date to December 15 and June 15 each year.

The decision of the Manalapan-Englishtown Regional Board of Education to allow its employees to waive coverage, and the amount of incentive to be paid, cannot be subject to the collective bargaining process.

23. Premium Conversion Plan - Resolution Summary Plan Description

The following item:

The undersigned Secretary of Manalapan-Englishtown Regional Board of Education (The District), hereby certifies that the following resolutions were duly adopted by the Board of Education of the School District on June 5, 2001, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED that the form of Cafeteria Plan, effective June 5, 2001, presented to this meeting is hereby approved and adopted and that the proper officers of the District are hereby authorized and directed to execute and deliver to the Administrator of the Plan, one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper officers of the District shall act as soon as possible to notify the employees of the District of the adoption of the Cafeteria Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that attached hereto as Exhibit B, is a true copy of Manalapan-Englishtown Regional Board of Education Summary Plan Description approved and adopted in the foregoing resolution.

24. Adoption Agreement 403(b) Deferred Compensation Plan

The Manalapan-Englishtown Regional Board of Education 403(b) Deferred Compensation Plan and Adoption Agreement.

25. Change Order and/or Change Directive Approval Authority

The following resolution:

WHEREAS, the Manalapan-Englishtown Regional Board of Education must approve change orders and/or change directives for additions, renovations and modifications to the schools within the district, and

WHEREAS, the Board of Education may not be able to meet in a timely fashion to approve such change orders and/or change directives.

NOW THEREFORE BE IT RESOLVED that the Board directs the Business Administrator/Board Secretary or designee to review and approve all change orders and/or change directives up to and including \$30,000 while the Board is not in session, and

BE IT FURTHER RESOLVED that all such executed change orders and/or change directives shall be brought to the Board of Education for ratification at the next available meeting.

26. Workers' Compensation Settlement Approval Authority

The following resolution:

WHEREAS, the Manalapan-Englishtown Regional Board of Education must approve Workers' Compensation Settlements, and

WHEREAS, the Board of Education may not be able to meet in a timely fashion to approve such settlements.

NOW THEREFORE BE IT RESOLVED that the Board directs the Business Administrator/Board Secretary or designee to review and approve all Workers' Compensation settlements up to and including \$30,000 while the Board is not in session, and

BE IT FURTHER RESOLVED that all such executed Workers' Compensation settlements shall be brought to the Board of Education for ratification at the next available meeting.

27. Purchased Professional and Extraordinary Unspecified Services 2019-2020

The resolution whereby the Manalapan-Englishtown Regional Schools authorize the following to conduct business with the Manalapan-Englishtown Regional Schools and designates said providers as either a provider of a professional service (P) or an extraordinary unspecifiable service (EUS), effective immediately through June 30, 2020. The contracts are awarded without competitive bidding in accordance with Public School Contracts Law, N.J.S.A. 18A:18A(a)(1), because it is performed by persons authorized by law to practice a recognized profession.

Vendor	Price	Service	Type
Capehart & Scatchard, PC	Hourly - Varies	Workers' Compensation Special Counsel	P
Capehart & Scatchard, PC	Hourly - Varies	Workers' Compensation Legal Defense	P
Cleary, Giacobbe, Alfieri, Jacobs, LLC	Hourly - Varies	Board Attorney	P
Busch Law Group, LLC	Hourly - Varies	Special Education Litigation	P
Fraytak, Veisz, Hopkins, Duthie, PC	Hourly - Varies	Architect of Record	P
Lan Associates	Hourly - Varies	Environmental Engineering Services	P
Jump, Perry & Co., LLP	\$45,000 Annually	Auditing Services	P
Phoenix Advisors	\$850 Annually	Continuing Disclosure Bonds	P
Ahera Consultants	\$2,700 Annually	Asbestos Management	EUS
Ahera Consultants	Hourly - Varies	Indoor Air Quality	EUS
Strauss Esmay	\$2,495 Annually	Policy Review Services	EUS

Vendor	Price	Service	Type
Capehart & Scatchard, PC	Hourly - Varies	Workers' Compensation Special Counsel	P
PMA Capital Corp.	\$24,100 Annually	Workers' Compensation Third Party Administrators	EUS
E2E Exchange, LLC	Not to Exceed \$20,000 Annually	E-Rate Consulting Services	EUS

28. Rutgers University Behavioral Health Care - Employee Assistance Program

The renewal of the Employee Assistance Program - Employer Service Agreement between Rutgers University Behavioral Health Care and Manalapan-Englishtown Regional Schools dated July 21, 2010. Based upon the employee count of 780, the total annual fees for the 2019-2020 will be \$15,600 for 6-session model EAP.

29. Schedule SV- Support Staff Vehicles

To approve, in accordance with N.J.A.C. 6A:23A-6.11, the Support Staff Vehicles as per the attached schedule SV.

30. Support Staff Vehicle Pool Assignment

To authorize the assignment of all mechanics and the following personnel to Schedule SV per N.J.A.C. 6A:23A-6.12:

David Carpenter	Carlos Gonzalez	Vincent Pietrucha
James Weiss	Jose Batista	Mark Surgent
Gerald Eldridge	Christine Vastano	

31. Schedule BF - Bus Fleet

To approve, in accordance with N.J.A.C. 6A:23A-6.11, the Bus Fleet as per the attached schedule BF.

32. Bus Fleet Assignment

To authorize the assignment of all bus drivers, substitute bus drivers, mechanics, the Transportation Coordinator, the Assistant Transportation Coordinator, and the Transportation Assistant to Schedule BF per N.J.A.C. 6A:23A-6.12.

33. Schedule MV - Maintenance Vehicles Fleet

To approve, in accordance with N.J.A.C. 6A:23A-6.11, the Maintenance Vehicles Fleet as per the attached schedule MV.

34. Maintenance Fleet Assignment

To authorize the assignment of all mechanics and the following personnel to Schedule MV per N.J.A.C. 6A:23A-6.12:

Michael Boywitt	John Estenes	Greg Iannacone	Aristipo Sandoval
James Bradbury	Carlos Gonzalez	Matthew Prioli-Baader	Walter Sottile
David Carpenter	John Hudako	Vincent Pietrucha	George Tammaro
Carmen Daccurso	John Hussey	William Roehrig	

35. Maximum Allowable Costs - Policy 2468 Independent Educational Evaluations

The following maximum allowable costs for independent educational evaluations in accordance with Policy 2468 – Independent Educational Evaluations:

Type of Evaluation	Maximum Cost
Occupational Therapy	\$600.00
Central Auditory Processing	\$600.00
Physical Therapy	\$600.00
Psychological	\$650.00
Social	\$600.00
Learning	\$650.00
Psychiatric	\$650.00
Neurological	\$700.00
Speech	\$600.00
Neurobehavioral	\$2,600.00
Neuropsychological	\$2,600.00

36. Facilities Use Fee Schedule - Policy 7510 Use of School Facilities

The current Facilities Use Fee Schedule as per Policy 7510 – Use of School Facilities as follows:

	All Paying Organizations	For Profit Organizations	Non-Profit Organizations
MEMS Auditorium:			
Performance (per day)		\$3,000	\$300
Rehearsal/Occurrence (per hour)		\$200	\$50
Gym or All Purpose Rooms:			
MEMS Main Gym with Bleachers		\$2,000	\$200
MEMS Auxiliary Gym without Bleachers		\$500	\$100

MEMS Auxiliary Gym with Bleachers		\$1,000	\$100
All Other Gyms		\$500	\$50
Classrooms		\$200	\$20
MEMS Dining Room		\$2,000	\$200
Utility Surcharges:			
Classroom (each)	\$5		
Dining Room	\$30		
Gyms	\$50		
Auditorium	\$50		

Usage fees assessed to the Manalapan Recreation Program were modified in the 2016/2017 school year. The current fee structure limits their use to approximately eighty percent of available facilities. The Township Recreation Program fee is \$23,184 per year and is billed quarterly in October, January, April, and July.

**37. Interlocal Services Paving Agreement - Manalapan Township
Public Works Department**

To memorialize the existing Interlocal Services Paving Agreement between the Manalapan-Englishtown Regional Board of Education and the Township of Manalapan for the provision of paving services by the Township Department of Public Works. In accordance with the agreement, the Board agrees to bear the cost for the rental of necessary paving equipment and materials which will be purchased from vendors authorized by the Township Committee. The Township will provide labor and trucking for the agreed upon projects. The Paving Agreement has been reviewed and found to be satisfactory by the Board Attorney and the District's Insurance Consultant.

38. Horizon Healthcare Third Party Administrator

The agreement between Horizon Healthcare Insurance and Manalapan-Englishtown Regional School District. Horizon Healthcare will provide Third Party Administrator services regarding the Flexible Spending Account Plan.

39. Insurance Consultant Arthur J. Gallagher & Co.

Latonya Brennan, of Arthur J. Gallagher & Co., 707 State Road, Princeton, New Jersey 08540 as the consultant for property and casualty, employee bond and workers compensation excess coverage for the 2019-2020 School Year, as per N.J.S.A. 18A-5(10).

40. Brown & Brown Benefit Advisors Health and Dental Insurance Consultant

Gary Goldfarb, of Brown & Brown Benefit Advisors, 1129 Broad Street, Suite 101, Shrewsbury, NJ 07702 as the consultant for health and dental insurance for the 2019-2020 School Year, as per N.J.S.A. 18A-5(10).

41. Project Read Consulting Services - Second Optional Renewal - Literacy Consulting Services

The second, and final, renewal of a three year contract for Project Read Consulting Services to Literacy Consulting Services LLP, 167 Bloomfield Road, Manalapan, NJ 07726, at the rate of \$1,000 per day for a maximum of 30 days during the 2019-2020 School Year. The original contract was awarded on June 27, 2017. A current Political Activity Disclosure Statement is on file in the office of the Business Administrator/Board Secretary.

ROLL CALL VOTE :

- AYES :** Mr. Bruno (Not Item 11), Mr. Graime, Mrs. Lewis, Mrs. Parisi, Mrs. Porcaro, Mr. Raffone, Mrs. Schechter, Mrs. Semel, Mr. Tringali
- NAYS :** None
- ABSTAIN :** Mr. Bruno (Only Item 11)
- ABSENT :** None

ADMINISTRATION

Motion by Mrs. Schechter, seconded by Mr. Tringali, and approved by roll call vote the following items:

1. Superintendent’s Report - Harassment, Intimidation and Bullying

To affirm the Superintendent’s implementation of Policy 5512 Harassment, Intimidation and Bullying (Att. A-1)

2. Travel

The out of district travel as authorized by the Superintendent of Schools under Policy 3440 Job Expenses and in accordance with Regulation 3440 Job Expenses (Att A-2)

3. Revised 2018-2019 Calendar

The revised 2018-2019 School Year Calendar (Att A-3).

4. NJ Ruthless - Use of Wemrock Brook Softball Fields

The following resolution:

WHEREAS, a discussion between representatives between the Manalapan-Englishtown Regional Board of Education and NJ Ruthless took place regarding the use of the Wemrock Brook Softball Field;

WHEREAS, an agreement was made to allow only NJ Ruthless the use of the softball field behind Wemrock Brook School. The specifics of this agreement are as follows:

1. NJ Ruthless will pay a fee of \$500 to the Manalapan-Englishtown Regional School District for use of the fields from July 1, 2019 through October 31, 2019.
2. The season will begin March 15, 2019 and will end October 31, 2019.
3. NJ Ruthless will be the only sports group given permission to use the field.
4. NJ Ruthless will be responsible for the condition of the field.
5. NJ Ruthless will be solely responsible to make sure that all repairs and reconditioning of the field are done, and that the field will be maintained in such a way that the field will be in the same condition as when the season began on March 15, 2019.
6. The Superintendent of Schools, John J. Marciante, will have the unilateral right to determine whether or not the fields are in the original condition at the end of the season on October 31, 2019.

NOW THEREFORE, BE IT RESOLVED that the Manalapan-Englishtown Regional Board of Education grants NJ Ruthless the use of the softball field behind Wemrock Brook School, as set forth above.

5. Manalapan Youth Football Association - Use of Wemrock Brook Fields

The following resolution:

WHEREAS, a discussion between representatives between the Manalapan-Englishtown Regional Board of Education and Manalapan Youth Football Association took place regarding the use of the Wemrock Brook Fields;

WHEREAS, an agreement was made to allow only the Manalapan Youth Football Association the use of the fields behind Wemrock Brook School. The specifics of this agreement are as follows:

1. Manalapan Youth Football Association will pay a fee of \$500 to the Manalapan-Englishtown Regional School District for use of the fields.
2. The season will begin July 31, 2019 and will end October 31, 2019.
3. Manalapan Youth Football Association will be the only sports group given permission to use the fields.
4. Manalapan Youth Football Association will be responsible for the condition of the fields.

5. Manalapan Youth Football Association will be solely responsible to make sure that all repairs and reconditioning of the fields are done, and that the fields will be maintained in such a way that the fields will be in the same condition as when the season began on July 31, 2019.
6. The Superintendent of Schools, John J. Marciante, will have the unilateral right to determine whether or not the fields are in the original condition at the end of the season on October 31, 2019.

NOW THEREFORE, BE IT RESOLVED that the Manalapan-Englishtown Regional Board of Education grants the Manalapan Youth Football Association the use of the fields behind Wemrock Brook School, as set forth above.

6. Donation - NJ Spine and Wellness Center

A donation of services valued at \$14,857.50 from NJ Spine and Wellness Center to host a "Teacher Wellness Day" event for each school in MERS providing a multi-faceted approach to improving the health of the staff throughout the district. NJ Spine and Wellness Centers' various healthcare providers give short presentations on various topics including nutrition, concussions, hydration, ways to prevent low back pain, alternatives to pain medications and others. The event can be tailored to the medical needs of those attending. A licensed medical professional from NJ Spine and Wellness (physical therapist/chiropractic physician) will also provide a 5-minute chair-side massage and health screening.

GRANT	SCHOOL(S)	RECIPIENTS	AMOUNT
Andy Sheehy Award	MEMS	Robert Williams	\$150
Judy Freeman's Annual Winners! Workshop	Wemrock Brook, Lafayette Mills and Taylor Mills	Lisa Garnett, Catherine Ferreiro, Margaret Pierciey	\$627
Sensory Hallway	Taylor Mills	Erin Hegglin, Kendra Porter	\$1,160
Let's Take a Walk: Installing a Sensory Hallway for All Learners	Wemrock Brook	Rebecca Seery	\$1,160
Reading Institute at Teacher's College	Milford Brook, Clark Mills	Jackie Klask, Marie Zofrea	\$1,700
Taylor Mills Library Resources for Growth Mindset Project	Taylor Mills	Catherine Ferreiro	\$2,000
Reaching Diverse Learners Through Art and Graphic Novels	Wemrock Brook	Lisa Garnett, Allison Hughes, Jen Romeo	\$2,000
Targeted Intervention Support	Pine Brook, MEMS	Karen Leder, Christina Partyka	\$2,013

OSMO	Milford Brook	Cami Savage, Kelly Strenkowski, Denise Wildman, Kelly Garze	\$3,780
Makerspace	Pine Brook	Stephanie Walden	\$10,000
MEMS Media Center Renovations	MEMS	Robert Williams	\$30,000
Total:			\$54,590

7. Grants - The Foundation for the Manalapan-Englishtown Regional Schools

The following grants on behalf of The Foundation for the Manalapan-Englishtown Regional Schools:

We would like to thank The Foundation for the Manalapan-Englishtown Regional Schools for their kind generosity and continued support.

8. Donation – Milford Brook

To approve a donation of \$72.05 from Great American Opportunities to Milford Brook School.

We would like to thank Great Opportunities for their generous contribution and continued support.

ROLL CALL VOTE :

- AYES : Mr. Bruno, Mr. Graime, Mrs. Lewis, Mrs. Parisi, Mrs. Porcaro, Mr. Raffone, Mrs. Schechter, Mrs. Semel, Mr. Tringali
- NAYS : None
- ABSTAIN : None
- ABSENT : None

BUSINESS

Motion by Mr. Raffone, seconded by Mrs. Parisi, and approved by roll call vote the following item:

1. Minutes

To approve the minutes of the following board meetings:

Item	Date	Meeting Type
a) Minutes	March 12,2019	Action
b) Closed Session Minutes	March 12, 2019	Closed Session
c) Minutes	March 19, 2019	Action
d) Closed Session Minutes	March 19, 2019	Closed Session

2. Ratification of Check Register

To approve the ratification of the Accounts Payable Check Register for the claims for goods received and services rendered and certified to be correct by the Business Administrator/Board Secretary dated April 9, 2019 in the amount of \$701,026.75. The List of Bills was reviewed at the Committee of the Whole Meeting held on Tuesday, April 9, 2019.

3. List of Bills

To approve the claims for goods received and services rendered to be correct by the Business Administrator/Board Secretary in the amount of \$455,245.34.

4. New Jersey School Boards Association - Workshop 2019 Registration

To approve the group registration for attendance at the New Jersey School Boards Association Workshop and Exhibition 2019 to be held in Atlantic City, New Jersey on October 21, 22, 23, 24, 2019 for board members and up to five (5) administrators at published group and individual registration rates. Overnight travel has been approved by the New Jersey Department of Education for October 21, 22, 23, 2019 in accordance with the provisions of N.J.S.A. 18A:11-12. All training and events will take place at the Atlantic City Convention Center.

5. Board Secretary Report and Treasurer Report for the Month of March, 2019

To approve the following resolution:

BE IT RESOLVED, that the financial reports of the Secretary to the Board of Education and the Report of the Treasurer of School Monies, which are to be in agreement, be accepted and submitted and attached to and made part of the minutes of this meeting.

BE IT FURTHER RESOLVED, that pursuant to N.J.A.C. 6A:23-2.11(e) of the Manalapan-Englishtown Regional Board of Education certifies that as of March, 2019, after review of the secretary's monthly financial report (Appropriations Section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b) and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

6. Transfer Report #9

Recommend the Board approve transfer report #9 for the month ended March, 2019.

7. Various Disbursements for the Month of March, 2019

To approve the following disbursements for the month of March, 2019, in the amounts listed.

Account Name	Amount
Cafeteria Account	\$178,748.60
Flexible Spending Account	\$6,023.78
Manual Check Register	\$1,491,935.93
Payroll Agency Account	\$3,648,376.08
Unemployment Account	\$372.74
Workers Compensation Account	\$47,276.77

8. Employee Handbook Non-Bargaining Unit

To approve the updated Employee Handbook for Non-Bargaining Unit Personnel, which was revised to represent the change in Health Benefits to Direct 15.

9. Employee Handbook Non-Bargaining School Security Officers

To approve the updated Employee Handbook for Non-Bargaining School Security Officers, which was revised to represent the change in Health Benefits to Direct 15.

10. Rejection of Proposals - Paraprofessional Services (RFP 19-04)

Sealed proposals for Paraprofessional Services were received and opened at 11:30 a.m. on Tuesday, March 5, 2019. Proposals were received from the following:

- ESS
- General Healthcare Resources, LLC
- Insight
- Precision Human Resource Solutions, Inc.

To reject all proposals pursuant to N.J.S.A. 18A:18A-22(c) as permitted.

11. FY 19 Individuals with Disabilities Education Act (IDEA) - Grant Amendment

To approve the submission of an amendment to the FY 19 Individuals with Disabilities Education Act (IDEA) Part B and Preschool Consolidated grant application.

12. Lease Purchase Financing for Purchase of Student Transportation Vehicles - Educational Services Commission of New Jersey (ESCNJ) - 2019-2020 School Year

To authorize the Educational Services Commission of New Jersey (ESCNJ) to prepare specifications on behalf of the Board of Education for the Lease Purchase Financing of four (4) fifty-four passenger buses and one (1) twenty-four passenger bus, each of which include manufacturer and aftermarket options. Bids will be received by the Business Administrator. A representative of the ESCNJ will assist in the review of bid responses after the public opening for award by the Board of Education. Funds for this purchase are included in the 2019-2020 School Year Budget.

13. Surplus Vehicle

To approve the disposal of the following vehicles because they are beyond repair.

Bus/Veh#	Year/Make	Vin#	Type
30	2000 Thomas 54 Passenger	1T7HN3B20Y1085710	Bus

14. Surplus Equipment

To approve the disposal of the following surplus equipment as they are beyond their useable life.

Wemrock Brook

Yamaha Piano
Model #P22 Black Oak
Serial #275616

15. Refuse Collection and Recycling Services Bid Award 2019-20 School Year

To approve Mazza Recycling Services, Ltd., 3230A Shafto Road, Tinton Falls, NJ 07753, to provide refuse collection and recycling services at a lump sum cost of \$72,372.59 and roll-off service at a cost of \$225.00 for the 2019-2020 school year.

The Business Office advertised for Refuse Collection and Recycling Services and opened the response on April 10, 2019. A summary of the responses is included below.

Vendor Name	Lump Sum Cost for 19-20	Roll-off Service (10 cy)	Roll-off Service (20 cy)
Mazza Recycling Services, Ltd.	\$72,372.59	\$225.00	\$225.00
Republic Services of NJ, LLC	\$78,162.41	\$230.00	\$230.00

16. Snow Removal Bid - Rejection of Proposals

Sealed proposals for Snow Removal were received and opened at 11:00 a.m. on Thursday, April 11, 2019. A summary of the received proposals is below.

Vendor	Result
All American Snow Removal Services, LLC	Rejected for being non-responsive (N.J.S.A. 18A:18A:2(y))
Garden Irrigation	Rejected for being non-responsive (N.J.S.A. 18A:18A:2(y))

Recommend the Board reject all proposals as all proposals were rejected for being non-responsive (N.J.S.A. 18A:18A:2(y)).

To authorize the Business Administrator/Board Secretary to prepare specifications, re-advertise and receive sealed bids or proposals for Snow Removal.

17. Plumbing Repairs Public Works Bid - Rejection of Proposals

Sealed proposals for Plumbing Repairs were received and opened at 12:00 p.m. on Wednesday, April 10, 2019. A summary of the received proposals is below.

Vendor	Result
Magic Touch Construction Company, Inc	Rejected for being non-responsive (N.J.S.A. 18A:18A:2(y))

Recommend the Board reject all proposals as all proposals were rejected for being non-responsive (N.J.S.A. 18A:18A:2(y)).

To authorize the Business Administrator/Board Secretary to prepare specifications, re-advertise and receive sealed public works bids or proposals for Plumbing Repairs.

18. Settlement Agreement - M.M. and J.G. o/b/o A.M. v. Manalapan-Englishtown Regional Board of Education

To approve the Settlement Agreement in the matter of M.M. and J.G. o/b/o A.M. v. Manalapan Englishtown Regional Board of Education (OAL Docket Number: EDS 07487-2017) and further authorize the Superintendent and Business Administrator/Board Secretary to execute same on behalf of the Board.

19. Changes to Board Meeting Calendar - 2018-19 School Year

To make the following revisions to the approved Meeting Calendar to comply with statutory deadlines:

Original Date	Revised Date	Type of Meeting	Time	Location
May 21, 2019	May 14, 2019	Regular Action Meeting	7:30 p.m.	54 Main Street
June 25, 2019	June 18, 2019	Regular Action Meeting	7:30 p.m.	54 Main Street

ROLL CALL VOTE :

AYES : Mr. Bruno, Mr. Graime, Mrs. Lewis,
Mrs. Parisi, Mrs. Porcaro, Mr. Raffone, Mrs. Schechter,
Mrs. Semel, Mr. Tringali (Not item 1, C&D)

NAYS : None

ABSTAIN : Mr. Tringali (Only item 1, C&D)

ABSENT : None

CURRICULUM

Motion by Mrs. Lewis, seconded by Mr. Graime, and approved by roll call vote the following item:

1. Teachers Visit

To approve staff from Keyport School District to visit/observe the MERS Response to Intervention (RTI) program multiple times throughout the 2018-2019 school year.

2. Speech-Language Internship: Fall 2019

To approve Michelle Terlovsky, a student at Montclair State University, to complete a Speech Language Specialist practicum/internship at John I Dawes - Early Learning Center with Lisa Miller for the Fall 2019 semester.

3. Student Teaching: 2019 Fall & 2020 Spring

To approve the following student teacher for the 2019 Fall & 2020 Spring term.

	Student	College/School	School	Teacher(s)	Grade
a.	DiGrigli, Alessandra	Seton Hall University	WB	H. Farabaugh	1

4. Guest Speaker

To approve the following guest speaker:

	Speaker	Position	School/Date	Presentation	Reason
a.	Mike Hudson	Life Guard	MEMS May 13, 2019	Experience Sea Bright, NJ with Marine Biologists, videographer, filmmakers, other scientists as they study and create their documentaries during Shark Week for Discovery Channel.	Ocean Safety

5. Curriculum Trips

To approve the following curriculum trips:

	School	Teacher	Grade	Date	Destination	Reason
a.	TM	A. Gilbertson	1-6 SE	5/2/19 5/21/19 6/4/19 6/11/19	Monmouth Gymnastics Academy & Molino's Italian Kitchen Morganville, NJ Manalapan, NJ	Life/Socialization Skills
b.	MEMS	J. Clark K. Mayer S. Roskos	6-8 LLD	5/6/19	Christmas Tree Shop & Freehold Mall Food Court Freehold, NJ	ADL/Socialization Skills
c.	MEMS	K. Mayer	8	5/14/19	Howell High School Farmingdale, NJ	Orientation for Autism Program
d.	PB	N. Korona	6	5/15/19	Monmouth County ASPCA Eatontown, NJ	Donation from the Student Council
e.	WB	H. Farabaugh M. Schiraldi	1	5/15/19 5/17/19	Von Thun's Country Farm Market Monmouth Junction, NJ	Science Curriculum
f.	WB	J. Ochojski	2	5/20/19	The Robert J. Novins Planetarium Toms River, NJ	Science Curriculum

6. Camp Invention

To approve Camp Invention to be held at Wemrock School from June 25th through June 28th, 2019, 8:00 am - 3:30 pm, at no cost to the district. *Change in minutes 2/5/19

ROLL CALL VOTE :

AYES : Mr. Bruno , Mr. Graime, Mrs. Lewis,
Mrs. Parisi, Mrs. Porcaro, Mr. Raffone, Mrs. Schechter,
Mrs. Semel, Mr. Tringali

NAYS : None

ABSTAIN : None

ABSENT : None

PERSONNEL

Motion by Mrs. Parisi, seconded by Mr. Tringali, and approved by roll call vote the following item:

1. General Statement on Hiring

To accept/approve the following Personnel items, including the emergent employment of the following employees (indicated by *) conditional upon final approval by the New Jersey Department of Education, and the Board further authorizes the submission of an application for emergency hiring pursuant to NJSA 18A:6-71, et seq., NJSA 18 A:64.13, et. Seq.

2. Retirement

To approve the following retirement effective as noted:

	Employee	Position	Position Code	Location	Effective Date
a.	Shea, Patricia	Teacher	TMPHY002	TM	7/1/19

We appreciate Ms. Shea's 43 years of service to the District.

	Employee	Position	Position Code	Location	Effective Date
b.	Svenningsen, Joan	Secretary	MESCY002	MEMS	7/1/19

We appreciate Ms. Svenningsen's over 26 years of service to the District.

3. Resignation

To approve the following Resignation effective as noted:

	Employee	Position	Position Code	Location	Effective Date
a.	Peters, Shari	CST Psychologist	PSPSY002	TM	4/15/19
b.	Plenzo, Sarah	Instructional Assistant	PTINS019	MEMS	4/4/19

4. Increase in Complement(s)/Create Position Code(s)

To approve the following increase in complement(s) and create position code(s) effective as noted:

	Position	Position Code(s)	Location	Effective
a.	School Security Officer	MESSO001	MEMS	9/1/19
b.	School Security Officer	PBSSO001	PB	9/1/19

5. Transfer(s)

To approve the following transfer(s) effective as noted:

	Employee	From Position/ Position Code/Location	To Position/Position Code/Location	Effective
a.	Campanile, Jessica	Third Grade Teacher/ CMTHI006/CM	Third Grade Teacher/ CMTHI005/CM	4/29/2019
b.	Pisano, Leigh	Third Grade Teacher/ CMTHI005/CM	Third Grade Teacher/ CMTHI006/CM	4/29/2019

	Employee	From Position/ Position Code/Location	To Position/Position Code/Location	Base Salary	Longevity	Gross Salary	Effective
c.	Weinberg, Melissa	Confidential Secretary to the Assistant Business Administrator/Assistant Board Secretary/ MSCON008/MS	Confidential Secretary to the Business Administrator/Board Secretary/MSCON006/ MS	\$57,868	\$400	\$58,268 (prorated)	5/1/2019

6. Job Description(s) - Supervisor and Writing Coach

To approve the following job description(s) for Supervisor of Instruction and English Language Arts (Att. P1) and Writing Coach-Teacher (Att. P2):

7. Appointments 2019-2020-Central Office Administrators

Central Office Administrator:

	Employee	Position	Position Code	Salary
a.	John J. Marciante Jr. Ph. D.	Superintendent of Schools	MSSUP001	\$200,798

Tenured Central Office Administrator:

	Employee	Position	Position Code	Salary
b.	Veronica Wolf	School Business Administrator/ Board Secretary	MSBAS001	\$167,251

Non-tenured Central Office Administrator:

	Employee	Position	Position Code	Salary	Stipend	Gross Salary
c.	Nicole Santora Ed. D.	Assistant Superintendent for Curriculum and Human Resources	MSASC001	\$155,690	\$3,000	\$158,690

8. Appointments 2019-2020-Unaffiliated Administrators

To approve the following unaffiliated administrators, effective July 1, 2019, through June 30, 2020: (Att. P3) (2019-2020 annual contract reflect the change in health benefits to NJDirect 15.)

9. Appointments 2019-2020-Unaffiliated Secretaries

To approve the following unaffiliated secretaries, effective July 1, 2019, through June 30, 2020: (Att. P4) (2019-2020 annual contract reflect the change in health benefits to NJDirect 15.)

10. Appointments for 2019-2020

To approve the following appointment for the 2019-2020 school year:

Employee	Position/ Position Code/ Program Code/Location	Guide	Step	Salary	Certification	Effective
a. Hammarstrom, Abbie*	School Nurse/ MBNUR001/MB	1 (BA)	A	\$56,639	Emergency - School Nurse Non Instructional	9/1/19 (pending certification) -6/30/20

11. Appointment - Long-Term Substitute

To approve the following long term substitute, at the daily substitute rate effective as noted:

Employee	Position/Position Code/ Program Code/Location	Certification	Effective
a. Sofocli, Antigoni	Replacement Resource Room Teacher/D. Brandt/ MLRES001/MB	CEAS-Teacher of Students w/ Disabilities & Teacher PreK-3	4/1/19- 6/30/19

12. Rescission of Appointment

To approve the following rescission of appointment:

Employee	Position/Position Code/Location
a. Silvano, Nicolette	Replacement Special Education Teacher/ B.Schork/ELSPE005/204/ELC

Change in Minutes of 12/18/18

13. Return from Administrative Leave

To approve Employee #6581 return from Administrative Leave, effective March 29, 2019.

14. Administrative Leave

To approve the following Administrative Leave with pay for employee #5166, effective April 9, 2019.

15. Leave of Absence 2018-2019

To approve for the 2018-2019 school year (all categories of leave are a projection based on anticipated date of birth and utilization of sick time 30 calendar days before/30 calendar days after birth; date of birth will adjust sick with pay, family leave and contractual child care leave entitlements; the entire duration of the employee's absence will not be adjusted):

Sick-With Pay

Sick-No Pay

Personal Days-With Pay

FMLA-No Pay, with Benefits

NJFLA-No Pay, with Benefits

Discretionary Leave-No Pay, No Benefits

Contractual Child Care-No Pay, No Benefits

Employee	Position	Location	Sick	Personal Days	FMLA	NJFLA	Discretionary Leave	Contractual Child Care	Change in minutes
a. Brandt, Diane	Teacher	MB	3/14/19-5/21/19		5/22/19-6/21/19				11/20/18
b. Cannizzaro, Jacqueline	Lunch Assistant	TM					5/28/19-5/31/19 (Att. P5)		
c. Hodan, Edward	Bus Driver	Trans					6/7/19-6/10/19 (Att. P6)		
d. Murray, Emily	Math Interventionist	TM					4/29/19-4/30/19 (Att. P7)		
e. Schork, Brittany	Teacher	ELC	12/10/18-2/11/19		2/12/19-4/30/19				10/16/18

Employee	Position	Location	Sick No Pay	Personal Days	FMLA	NJFLA	Discretionary Leave	Change in minutes
f. Fare, Karen	Lunch Assistant	CM	4/1/19-6/25/19					3/12/19
g. Hampton, Kristen	Teacher	LM	5/8/19-6/21/19		4/2/19-5/7/19			
h. Jobes, Jennifer	Teacher	MEMS	4/17/19-4/18/19					
i. Peters, Shari	Child Study Team Psychologist	TM	3/22/19-4/3/19 6.5 Days					

j.	Vella, Jennifer	Instructional Assistant	ELC	3/29/19					
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16. Leave of Absence 2019-2020

To approve for the 2019-2020 school year (all categories of leave are a projection based on anticipated date of birth and utilization of sick time 30 calendar days before/30 calendar days after birth; date of birth will adjust sick with pay, family leave and contractual child care leave entitlements; the entire duration of the employee's absence will not be adjusted): (Pending 2019-2020 school year appointment)

Sick-With Pay

Sick-No Pay

Personal Days-With Pay

FMLA-No Pay, with Benefits

NJFLA-No Pay, with Benefits

Discretionary Leave-No Pay, No Benefits

Contractual Child Care-No Pay, No Benefits

	Employee	Position	Location	Sick	Personal Days	FMLA	NJFLA	Discretionary Leave	Contractual Child Care	Change in minutes
a.	Cassiliano, Melissa	Teacher	MB			9/3/19-12/4/19	12/5/19-3/11/20			
b.	Johnson, Stacy	Teacher	MB						9/1/19-2/1/20	6/26/18
c.	Meisner, Erica	Teacher	WB						9/1/19-6/30/20	8/21/18
d.	Roselli, Lauren	Teacher	MEMS						9/1/19-12/2/19	5/8/18
e.	Scalgione, Alessandra	Teacher	CM						9/1/19-6/30/20	5/8/18

17. Substitute Additions/Deletions/Certification Changes

To approve the following effective as noted:

ADDITIONS:

	Employee	Category	Rate of Pay	Effective
a.	Dutta, Priyankana*	Sub Teacher	\$85	4/17/19
b.	Halleran, Jeannamarie*	Sub Teacher	\$80	4/17/19
c.	Knowles, Renae*	Sub Teacher	\$85	4/17/19
d.	Nonnenmacher, Autumn*	Sub Teacher	\$90	4/17/19
e.	Petty Diane*	Sub Bus Driver	\$22.50	4/17/19
f.	Romano, Jennifer*	Sub Teacher	\$80	4/17/19
g.	Traina, Lisa	Sub Teacher	\$85	4/17/19

DELETIONS:

	Employee	Category	Effective
h.	Wraga, Katrina	Sub Teacher	4/17/19

CERTIFICATION CHANGES:

	Employee	Category	Rate of Pay	Effective
i.	Sofocli, Antigoni	Sub Teacher	\$90	4/1/19

18. Case Management Services

To approve the following employees for the 2018-2019 school year, to provide Case Management Services beyond their contractual day at Taylor Mills School at their hourly rate: (Paid via timesheets)

	Employee	Position	Hours Not to Exceed	Hourly Rate
a.	DiPaolo, Bailey	School Social Worker	16 hours	\$44.30
b.	Stanley, Danielle	School LDTC	16 hours	\$57.37

19. IEP Development

To approve the following special education teacher for the 2018-2019 school year, to develop IEP's for six special education students: (Paid via timesheets)

	Employee	Hours Not to Exceed	Hourly Rate
a.	Corley, Samantha	12	\$34.50

20. RTI Services

To approve the following employee for the 2018-2019 school year, to provide RTI services beyond their contractual day at Taylor Mills School at their hourly rate: (Paid via timesheets)

	Employee	Hourly Rate
a.	Schulz, Heather	\$69.96

21. RTI Coach

To approve the following RTI Coach change in exceed amount, effective as noted: (Paid via timesheets)

	Employee	Hourly Rate	Effective Date(s)
a.	Leder, Karen	\$34.50 Hour/Not to Exceed \$5,000	7/1/18-6/30/19

Change in Minutes of 6/12/18

22. RTI Student Evaluation Services

To approve the following RTI teacher(s) to evaluate student(s) for early entrance into First Grade for the 2018-2019 school year, paid at their hourly rate not to exceed \$350 per evaluation: (Paid via timesheets)

	Employee	Hourly Rate
a.	Klask, Jaclyn	\$42.83
b.	Laurence, Sari	\$69.96
c.	Leder, Karen	\$51.12
d.	Librizzi, Corrine	\$69.96
e.	Nortman, Laura	\$54.17

f.	Partyka, Christina	\$42.09
g.	Schulz, Heather	\$69.96
h.	Zofrea, Marie	\$62.43

*Evaluations are requested and funded by Parents/Guardians

23. Professional Development Sessions

To approve the following teacher(s) to create professional development sessions for May 24, 2019 at the rate of \$34.50 per hour: (Paid via timesheets)

	Employee	Number of Sessions	Total Hours
a.	Bergamino, Anthony	1	3
b.	Cantin, Melissa	2	6
c.	Duffy, Donna	1	3
d.	Figueroa, Colleen	1	3
e.	Fiorentino, Monica	1	3
f.	Fox, Melissa	1	3
g.	Furbush, Danielle	1	3
h.	Goldberg, Kami	2	6
i.	Grouser, Andrea	1	3
j.	Hecht, Valerie	1	3
k.	Klask, Jaclyn	1	3
l.	Kotofsky, Bari	1	3
m.	Leder, Karen	1	3
n.	Leschen, Briana	1	3
o.	Ottaviano, Lorraine	2	6
p.	Palumbo, Christine	1	3
q.	Partyka, Christina	2	6
r.	Perez, Michael	1	3
s.	Peters DeFilippis, Christy	1	3
t.	Romano, Kristine	1	3
u.	Wheeler, Meaghan	1	3
v.	Wright, Lisa	1	3
w.	Zofrea, Marie	1	3

24. Change in Contract End Date

To approve the following change in contract end date, effective as noted:

	Employee	Position/Position Code/Location	Effective Date(s)	Change in Minutes of
a.	Lee, Elizabeth	Replacement Third Grade Teacher/ CMTHI006/CM	4/29/19-6/25/19	10/16/18

25. Change in Contract Start Date

	Employee	Position/Position Code/Program Code/Location	Salary	Effective
a.	Fowler, Elise	.66 Lunch Assistant/ WBLUN001/WB	\$5,979 (Prorated)	4/8/19-6/30/19

Change in minutes of 3/19/19

ROLL CALL VOTE :

AYES : Mr. Bruno (Not item 7), Mr. Graime, Mrs. Lewis,
Mrs. Parisi, Mrs. Porcaro, Mr. Raffone, Mrs. Schechter,
Mrs. Semel, Mr. Tringali

NAYS : None

ABSTAIN : Mr. Bruno (Only item 7)

ABSENT : None

STUDENT MATTERS

Motion by Mr. Raffone, seconded by Mrs. Lewis, and approved by roll call vote the following item:

1. Out-of District Placement

To approve the following 2018-2019 Tuition for the the Out-of-District School Year (SY) placement for the following special needs student(s):

Student: 32027
School: Collier School
SY Tuition: \$17,712.00
Start Date: March 27, 2019 through June 21, 2019
Transportation: MOESC

2. Out-of District Placement

To approve the following 2018-2019 Tuition for Out-of-District School Year (SY) placement for the following special needs student(s):

Student: 31433
School: Collier School
SY Tuition: \$13,448
Start Date: April 15, 2019 through June 21, 2019
Transportation: MOESC

ROLL CALL VOTE :

AYES : Mr. Bruno , Mr. Graime, Mrs. Lewis,
Mrs. Parisi, Mrs. Porcaro, Mr. Raffone, Mrs. Schechter,
Mrs. Semel, Mr. Tringali

NAYS : None

ABSTAIN : None

ABSENT : None

Motion by Mr. Tringali, seconded by Mrs. Parisi, and defeated by roll call vote the following item:

OTHER BUSINESS

Recommend the Board rescind the retirement acceptance of Maria Iacovano which was to be effective July 1, 2019. (Minutes of January 8, 2019)

ROLL CALL VOTE :

AYES : Mr. Tringali

NAYS : Mr. Bruno , Mr. Graime, Mrs. Lewis,
Mrs. Parisi, Mrs. Porcaro, Mr. Raffone, Mrs. Schechter,
Mrs. Semel

ABSTAIN : None

ABSENT : None

EXECUTIVE SESSION

Motion by Mr. Graime, seconded by Mrs. Lewis, and unanimously approved by roll call vote the following resolution:

WHEREAS, section 7(b) of chapter 231, laws of 1975, provides that the public may be excluded from any portion of a public meeting to discuss matters that fall within one or more of the exemptions contained in said law;

NOW, THEREFORE, BE IT RESOLVED that this meeting adjourn to closed session at 8:36 p.m. for the purpose of discussing:

1. Negotiations –

Transport Workers Union of America, Local 225, Branch 4, AFL-CIO

BE IT FURTHER RESOLVED that this meeting will reopen after the closed session and further action of the board may be taken before the board adjourn for the evening;

BE IT FURTHER RESOLVED that the results of such discussion will be disclosed to the public as soon as the matter of confidentiality has been terminated.

OPEN SESSION

Motion by Mrs. Schechter, seconded by Mrs. Lewis, and unanimously approved by roll call vote to open the meeting at 9:13 p.m.

ADJOURN THE MEETING

Motion by Mrs. Schechter, seconded by Mrs. Lewis, and unanimously approved by roll call vote to adjourn the meeting at 9:15 p.m.

Veronica Wolf

Board President