

Englishtown, New Jersey  
August 7, 2018

The Manalapan-Englishtown Regional Board of Education in the County of Monmouth, State of New Jersey, convened on August 7, 2018 at 7:30 p.m. for a Regular Action Meeting. This meeting was held at the Administration Building, 54 Main Street, Englishtown, 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, Annamarie Galante, Janet Lewis, Christine Parisi, Dotty Porcaro, Joanne Schechter, Lori Semel

Absent:

Brian Graime, 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

## **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.

## **ADMINISTRATION**

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

1. **Donation - Pine Brook**

A donation from the Pine Brook PTA of virtual reality headsets and projectors for a total donation of \$7,189 (\$4,200 for the virtual reality headsets and \$2,989 for the projectors). We would like to thank the Pine Brook PTA for their generosity and continued support.

## 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 A1)

ROLL CALL VOTE :

AYES : Mr. Bruno, Mrs. Galante, Mrs. Lewis, Mrs. Parisi,  
Mrs. Porcaro, Mrs. Schechter, Mrs. Semel

NAYS : None

ABSENT : Mr. Graime, Mr. Tringali

## BUSINESS

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

### 1. Minutes

The minutes of the following board meetings:

Item	Date	Meeting Type
a) Minutes	July 24, 2018	Action
b) Closed Session Minutes	July 24, 2018	Closed Session
c) Minutes	July 31, 2018	Action
d) Closed Session Minutes	June 31, 2018	Closed Session

### 2. List of Bills

The claims for goods received and services rendered to be correct by the Business Administrator/Board Secretary in the amount of \$1,418,461.74.

### 3. Draft Transfer Report #12 For The Month Ended June, 2018

Draft Transfer Report #12 for the month ended June, 2018.

4. **Draft Board Secretary's Report and Treasurer's Report for the Month of June 2018**

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 June, 2018, 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.

5. **LinkIt! Software License Agreement Renewal 2018-2019**

The renewal of the software license agreement with LinkIt!, 80 5th Avenue, Suite 1101, New York, New York 10011 for the 2018-2019 School Year in the amount of \$57,783. The Political Activity Disclosure Statement is on file in the Business Office.

6. **Surplus Equipment**

The disposal of the attached surplus equipment because they are beyond repair. (See Attachment)

7. **Non-Bargaining School Security Officer Employee Handbook**

To adopt the attached Non-Bargaining School Security Officer Employee Handbook governing the terms and conditions of employment for the District's School Security Officers. (See Attachment)

8. **Request for Proposal - School Security Services - Rejection of Proposals**

Sealed proposals for School Security Services were received and opened at 11:00 a.m. on Wednesday, July 11, 2018. One proposal was received from U.S. Security Associates, Inc., 190 Route 18 North, Suite 206, East Brunswick, NJ 08816 in the total amount of \$254,403.36 representing 7,626 man hours at a rate of \$33.36 per man hour.

To reject the proposal received from U.S. Security Associates, Inc. as the Board of Education has opted to hire its own security staff to provide the proposed services.

ROLL CALL VOTE :

AYES : Mr. Bruno, Mrs. Galante, Mrs. Lewis, Mrs. Parisi,  
Mrs. Porcaro (Not Items 1-a & b), Mrs. Schechter,  
Mrs. Semel

NAYS : None

ABSTAIN : Mrs. Porcaro (Only Items 1-a & b)

ABSENT : Mr. Graime, Mr. Tringali

**CURRICULUM**

Motion by Mrs. Schechter, seconded by Mrs. Porcaro, and approved by roll call vote the following item:

**1. Professional Development**

Implementation of the Manalapan-Englishtown Regional School District Professional Development Plan for the 2018-2019 school year funded from ESSA Title - II A. (See Attachment C-1)

ROLL CALL VOTE :

AYES : Mr. Bruno, Mrs. Galante, Mrs. Lewis, Mrs. Parisi,  
Mrs. Porcaro, Mrs. Schechter, Mrs. Semel

NAYS : None

ABSENT : Mr. Graime, Mr. Tringali

**PERSONNEL**

**1. General Statement on Hiring**

The Superintendent recommends the Board of Education 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.

Motion by Mrs. Parisi, seconded by Mrs. Semel, and approved by roll call vote the following items:

**2. Retirement**

The following Retirement(s) effective as noted:

Employee	Position	Position Code	Location	Effective Date
Iannacone, Gregory	Maintenance	PPMAI008	Physical Plant	11/01/2018

We appreciate Mr. Iannacone's over 10 years of service to the District.

**3. Resignation**

The following Resignation(s) effective as noted:

Employee	Position	Position Code	Location	Effective Date
a. Blasco, Stephanie	.5 Art Teacher	ELART001	ELC	7/23/18
b. Ford, Suzanne	.5 Instructional Assistant	PTINS009	ELC	8/2/18
c. Riddlesperger, Megan	Child Study Team Psychologist	PSPSY002	TM	9/30/18

**4. School Security Officer Job Description**

The following job description for School Security Officer(s): (See Att. P1)

**5. Create Position Codes**

The following position code(s) effective as noted:

Position Code	Effective
a. CMSEC001	8/8/18
b. ELSEC001	8/8/18
c. LMSEC001	8/8/18
d. MBSEC001	8/8/18
e. TMSEC001	8/8/18
f. WBSEC001	8/8/18
g. PBSCC001	8/8/18

**6. Rescind Appointment**

To rescind the following appointment:

Employee	Position/Position Code/Location	Salary	Effective
a. McMenamain, Laura	Replacement 2nd Grade Teacher/S.Johnson/MBSEC007/MB	\$60,242	7/1/18-6/30/19

Change in minutes of 7/24/18

## 7. Appointments

The following Appointments for the 2018-2019 school year:  
(Pending employment verification for P.L. 2018, Chapter 5)

Employee	Position/Position Code/Location	Salary	Effective
a. Berger, Robert*	School Security Officer/TMSEC001/TM	\$32,025	9/1/18-6/30/19
b. Evangelista, Marc*	School Security Officer/LMSEC001/LM	\$32,025	9/1/18-6/30/19
c. Keyes, Thomas*	School Security Officer/MBSEC001/MB	\$32,025	9/1/18-6/30/19
d. Lowicki, Christopher*	School Security Officer/ELSEC001/ELC	\$32,025	9/1/18-6/30/19
e. O'Donnell, David*	School Security Officer/WBSEC001/WB	\$32,025	9/1/18-6/30/19
f. Olinsky, Larry*	School Security Officer/CMSEC001/CM	\$32,025	9/1/18-6/30/19

Under the guidelines of the School Security Officer Handbook, the above School Security Officers will attend CPI Training on August 21 & 22, 2018.

Employee	Position/Position Code/Location	Guide	Step	Salary	Certification	Effective
h. Cieri, Lisa	Replacement 2nd Grade Teacher/S.Johnson/MBSEC007/MB	1	A	\$56,242	Standard-Elementary K-8	9/1/18-6/30/19
i. Krammer, Brooke*	.5 Music Teacher/ELMUS001/ELC	1	A	\$28,121	CEAS- Teacher of Music	9/1/18-6/30/19
j. Flagg, Christine*	.5 Art Teacher/ELART001/ELC	1	A	\$28,121	Standard-Teacher of Art	9/1/18-6/30/19
k. Comforti, Caitlin	School Counselor/PBSCC001/PB	3	A	\$60,242	Standard-School Counselor	9/1/18-6/30/19

## 8. Leave of Absence

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 with Pay	Personal Days	FMLA	NJFLA
a.	Fleishman, Eve	Teacher	MEMS	11/26/18-1/28/19	1/29/19-1/31/19	2/1/19-3/15/19	3/18/19-5/3/19
b.	Pisano, Leigh	Teacher	CM	10/24/18-11/26/18		11/27/18-1/23/19	1/24/19-4/18/19

Employee	Position	Location	Sick with Pay
c. Daccurso, Carmen	Custodian	MEMS	7/17/18-8/20/18

### 9. Substitute Additions/Deletions/Certification Changes/Nurse List

The following effective as noted:

#### Additions:

Employee	Category	Rate of Pay	Effective
a. Bazel, Gillian*	Sub Teacher	\$80	8/8/18
b. Mantone, Thomas*	Sub Teacher	\$90	8/8/18
c. Oliveri, Dana*	Sub Teacher	\$80	8/8/18

#### Deletions:

Employee	Category	Effective
d. Bergen, Scott	Sub Teacher	8/8/18
e. Kiley, Chelsea	Sub Teacher	8/8/18
f. Montel, Peter	Sub Teacher	8/8/18
g. Nachmani, Joanne	Sub Teacher	8/8/18

#### Certification Changes:

Employee	Category	Rate of Pay	Effective
h. DeLaPaz, Gabrielle	Sub Teacher	\$90.00	7/2/18

### 10. Change in Status

The following change(s) in status:

Employee	From Position/Location	To Position/Location	Salary	Effective
a. Beisel, Traci	1.0 Instructional Assistant/MB	.725 Instructional Assistant/MB	\$18,925	9/1/18-6/30/19

Change in minutes of 6/12/18

### 11. Change in Position Code

The following change in Position Code(s):

Employee	From Position/Position Code/Location	To Position/Position Code/Location	Salary	Effective
a. Redfern, Lindsey	School Counselor/ MECUS011/ME	School Counselor/ MESCC003/ME	\$60,242	9/1/18-6/30/19

Change in minutes of 7/10/18

### 12. Child Study Team Summer Referral Meetings

The following teacher(s) attend scheduled Child Study Team Referral Meetings during the summer: (Paid via timesheets)

Employee	Hours Not to Exceed	Hourly Rate
a. Finnell, Andrea	3	\$34.50
b. Kleschinsky, Pamela	2.5	\$34.50
c. Widener, Jenna	3	\$34.50

### 13. Professional Development Sessions

The following teacher(s) to create professional development sessions for September 4 & 5, 2018 at the rate of \$34.50 per hour: (Paid via timesheets)

Employee	Workshop	Hours
a. Ellmers, Kristin	Being an Instructional Assistant (6-8)	4
b. Jay, Lisa	Reading Disabilities	2
c. Kaplan, Michele	Being an Instructional Assistant (1:1)	4
d. Mayer, Kimberly	Being an Instructional Assistant (6-8)	4
e. Stanley, Danielle	Reading Disabilities	2
f. Strumwasser, Marc	Working with Self Contained Students in PE	3
g. Widom, Jacqueline	Being an Instructional Assistant (1:1)	4

### 14. Crisis Prevention Institute (CPI) Training

The following teacher(s) to provide CPI training to the School Security Officers on August 21 & 22, 2018: (Paid via timesheets)

Employee	Hours Not to Exceed	Hourly Rate
a. Mayer, Kimberly	10	\$34.50



15. **Beyond the School Day**

The following teacher(s) for the 2018-2019 Beyond the School Day Program: (Paid via timesheets)

Employee	Location	Subject	Hourly Rate
a. Cooperman, Jill	LM	Math	\$65.17

16. **Alarm Stipend**

The following maintenance staff to work the Alarm Stipend for the 2018-2019 school year. Compensation paid per the MEEA/Support Bargaining Unit negotiated contract: (Paid via timesheets)

Employee
a. Estenes, John
b. Hudacko, John
c. Hussey, John
d. Sottile, Walter
e. Tamarro, George

17. **Salary Correction**

The following salary correction:

Employee	Position/Position Code/ Program Code/Location	Guide	Step	Salary	Effective
a. Mantone, Thomas	.4 6th Grade Health Teacher/PBPHY003/PB	3	A	\$24,097	9/1/18-6/30/19

Change in minutes of 7/24/2018

18. **Extended School Year Program - Hourly Rate Change**

The following hourly rate change for the Extended School Year Program effective July 2, 2018, through August 2, 2018: (Paid via timesheets)

Employee	Position	Rate of Pay
Saunders, Lesley	Sub Teacher	\$90.00

Change in minutes of 7/24/18

ROLL CALL VOTE :

AYES : Mr. Bruno, Mrs. Galante, Mrs. Lewis, Mrs. Parisi,  
Mrs. Porcaro, Mrs. Schechter, Mrs. Semel

NAYS : None

ABSENT : Mr. Graime, Mr. Tringali

**CLOSED SESSION**

Motion by Mr. Bruno, seconded by Mrs. Galante, 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 8:23 p.m. for the purpose of discussing:

1. Litigation - Workers' Compensation Settlements:

Employee #4927  
Employee #5010  
Employee #5041

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. Parisi, seconded by Mrs. Poraro, and unanimously approved by roll call vote to open the meeting at 8:44 p.m.

## **ADJOURN THE MEETING**

There being no further items to come before the Board at this time, motion by Mrs. Parisi, seconded by Mrs. Porcaro, and unanimously approved by roll call vote to adjourn the meeting at 8:44 p.m.

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Veronica Wolf

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Board President