

**FREEHOLD TOWNSHIP BOARD OF EDUCATION**  
**September 12, 2018**  
**Regular Meeting Minutes**

***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 met in Regular Session on Wednesday, September 12, 2018, at the Board Office of the Freehold Township School District, 384 West Main Street, Freehold, New Jersey, County of Monmouth.

The meeting was called to order at 7:05 p.m.

Mr. Levy read the following statement in conformance with the "Open Public Meetings Act", Chapter 231, PL1975, effective January 19, 1976:

"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 September 4, 2018, and sent to the News Transcript on September 6, 2018."

**PLEDGE OF ALLEGIANCE**

Mr. Levy led the Board in the pledge of allegiance.

**ROLL CALL**

Board Members Present:	Mr. Amoroso, Mrs. Cozzolino, Mr. Matthews, Mrs. O'Sullivan, Mrs. Patten, Mrs. Lambert
Board Members Absent:	Mr. DiBlasio, Mrs. Holtz, Mr. Levy
Also Present:	Mr. Neal Dickstein, Interim Superintendent; Dr. Pamela Nathan, Assistant Superintendent; Mr. Robert DeVita, Business Administrator; Mrs. Ilene Tepper, Assistant Business Administrator; staff members; township residents.

**APPROVAL OF MINUTES**

On a motion of Mr. Amoroso, seconded by Mr. Matthews, authorization was given to approve the following:

Regular Minutes from the August 28, 2018 Meeting

**Motion carried by voice vote as follows:**

Ayes:	Mr. Amoroso, Mr. Matthews, Mrs. O'Sullivan, Mrs. Patten, Mrs. Lambert
Nays:	
Abstain:	Mrs. Cozzolino
Absent:	Mr. DiBlasio, Mrs. Holtz, Mr. Levy

COMMUNICATION - None

PRESIDENT'S REMARKS - Mrs. Lambert welcomed everyone back to school

ADMINISTRATIVE REPORT - Mr. Dickstein reported an outstanding opening day of school. He visited every school during the week and took pictures with every kindergarten class. He reported receiving very positive feedback with the opening of school. He also welcomed every back to the start of the new school year.

PUBLIC PARTICIPATION – None

## BOARD REPORTS AND ACTIONS

**PERSONNEL/POLICIES/COMMUNICATIONS COMMITTEE**

On Motion of Mr. Amoroso, seconded by Mr. Patten, authorization was given to approve the following:

## RESIGNATION

1. The Superintendent recommends approval to accept the resignation of the following staff member for the 2018-2019 school year:

NAME: Carla Segarra  
POSITION: Media Specialist – Errickson Elementary School  
POSITION CONTROL #: 3105-025-IS-02  
ACCOUNT #: 11-000-222-100-10-000-025  
EFFECTIVE: November 2, 2018

## NEW EMPLOYMENT

2. The Superintendent recommends approval to issue a contract to the following staff members for the 2018-2019 school year. All employments are recommended pending State Department of Education approval of emergent employment for a period not to exceed 3 months pending completion of the criminal history background check as per NJSA 18A:6-7 et seq; 39-17 et seq; 6-4.13 et seq.

1. NAME: Angela Lurito-Brown  
POSITION: District Data Specialist  
SALARY: \$70,000.00  
ACCOUNT #: 11-000-252-100-10-000  
EFFECTIVE: September 28, 2018 through June 30, 2019

2. NAME: Jessica Somma  
POSITION: Replacement Teacher – Catena Elementary School  
SALARY: \$53,082.00 GUIDE: A STEP: 1  
ACCOUNT #: 11-120-100-101-10-000-020  
EFFECTIVE: October 1, 2018 through February 20, 2019

## ESTABLISH START DATE

3. The Superintendent recommends ratifying approval of the start date of the following staff member for the 2018-2019 school year:

NAME: Laura McMenamin  
POSITION: Teacher – Catena Elementary School  
SALARY: \$56,082.00 GUIDE: C STEP: 1  
ACCOUNT #: 11-120-100-101-10-020  
EFFECTIVE: September 1, 2018 through June 30, 2019

## ESTABLISH END OF CONTRACT

4. The Superintendent recommends approval of the contract end date of the following staff member for the 2018-2019 school year:

NAME: Shannon Cutrona  
POSITION: Replacement Teacher – Barkalow Middle School  
SALARY: \$53,082.00 GUIDE: A STEP: 1  
ACCOUNT #: 11-130-100-101-10-000-023  
EFFECTIVE: July 1, 2018 through March 22, 2019

## EXTENSION OF LONG TERM ASSIGNMENT

5. The Superintendent recommends approval of the extension of the following replacement teacher for the 2018-2019 school year:

NAME: Allison Hartman  
 POSITION: Replacement Teacher of the Deaf– District  
 SALARY: \$69,582.00 GUIDE: A STEP: 10  
 ACCOUNT: 11-000-217-100-10-000  
 EFFECTIVE: November 6, 2018 through February 6, 2019

#### TRANSFER OF POSITION

6. The Superintendent recommends transferring the following position effective September 6, 2018:

POSITION #:	FROM	TO
9101-030-TA-16	WFS Teacher Assistant	ECLC Teacher Assistant

#### TRANSFER OF ASSIGNMENT

7. The Superintendent recommends ratifying approval of the following transfer of assignment for the 2018-2019 school year:

NAME: Michele York  
 FROM: Teacher Assistant– West Freehold Elementary School  
 TO: Teacher Assistant – Early Childhood Learning Center  
 EFFECTIVE: September 6, 2018 through June 30, 2019

#### TEMPORARY CHANGE OF ASSIGNMENT

8. The Superintendent recommends ratifying approval for the following temporary change of assignment for the 2018-2019 school year:

NAME: Rena Luethold  
 FROM: Teacher – West Freehold Elementary School  
 TO: Basic Skills Interventionist – West Freehold Elem. School  
 ACCOUNT #: 11-230-100-101-10-000-030  
 EFFECTIVE: September 1, 2018 through December 21, 2018

#### TEMPORARY CHANGE OF ASSIGNMENT/ SALARY ADJUSTMENT

9. The Superintendent recommends ratifying approval for the following temporary change of assignment/salary adjustment for the 2018-2019 school year:

NAME: Krista Hughes  
 FROM: Teacher Assistant – Eisenhower Middle School  
 TO: Replacement Teacher – West Freehold Elem. School  
 SALARY: \$56,082.00 GUIDE: C STEP: 1  
 ACCOUNT #: 11-120-100-101-10-000-030  
 EFFECTIVE: September 1, 2018 through December 21, 2018

#### LEAVES OF ABSENCE

10. The Superintendent recommends approval of the leave of absence of the following staff member for the 2018-2019 school year:

NAME: Lisa Hamilton  
 POSITION: Secretary – Child Study Team  
 POSITION CONTROL #: 9300-000-SEC-05  
 ACCOUNT: 11-000-219-105-10-000  
 UNPD NJ/FED FMLA: September 26, 2018 through October 24, 2018

11. The Superintendent recommends approval to extend the leave of absence of the following staff member for the 2018-2019 school year:

NAME: Leah Curatolo  
 POSITION: Teacher of the Deaf– District  
 POSITION CONTROL #: 2405-023-IS-012  
 ACCOUNT #: 11-000-217-100-10-000  
 UNPD LEAVE: November 1, 2018 through January 31, 2019

#### CERTIFIED SUBSTITUTES

12. The Superintendent recommends approval of the following persons to substitute for the eight schools in the district for the 2018-2019 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.

Ashley Abrams	Peter Petrino	Dana Hembling
Jane Beagen	Bridget Van Hemert	Lyndsey Kremen

#### SUPPORT STAFF SUBSTITUTES

13. The Superintendent recommends approval of the following persons to substitute for the eight schools in the district for the 2018-2019 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>
Ashley Abrams	Ashley Abrams	Ashley Abrams
Dana Hembling	Dana Hembling	Dana Hembling

Bus Assistant  
 Kimberly Sebar

#### SECOND READING OF POLICIES AND REGULATION

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

Policies

0174	Legal Services
5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

Regulation

5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
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#### SUMMER PROFESSIONAL DEVELOPMENT

15. The Superintendent recommends ratification of the following staff member to be paid at the meeting/training rate for attendance at summer professional development sessions.

Heather Greiner

#### BEFORE/AFTER SCHOOL PRESENTERS

16. The Superintendent recommends approval of the following staff members to present before/after school workshops to staff at the curriculum rate.

**5<sup>th</sup> Grade Standards-Based Report Card – maximum 3 hours each**

- Alyssa Cohen
- Geena Basso
- Samantha Heckler

**Student Learning Portfolios – maximum 3 hours each**

- Jaclyn Doyle
- Janiece Kirton
- Natalie Levine
- Jennifer Fern
- Angela Piscitelli

**Learning Plans (PL Plans) – maximum 3 hours each**

- Janiece Kirton
- Taylor Potts
- Samantha Heckler

**RESCIND HONORARIUM 2018-2019**

17. The Superintendent recommends rescinding the following honorarium for the 2018-2019 school year:

<b>NAME</b>	<b>ACTIVITY</b>	<b>SCHOOL</b>	<b>AMOUNT</b>
Mary Pat Riordan	Academic Team	DDES	\$1,500.00

**Motions carried by roll call vote as follows:**

- Ayes: Mr. Amoroso, Mrs. Cozzolino, Mr. Matthews, Mrs. O'Sullivan, Mrs. Patten, Mrs. Lambert
- Nays:
- Abstain:
- Absent: Mr. DiBlasio, Mrs. Holtz, Mr. Levy

**CURRICULUM/STAFF DEVELOPMENT COMMITTEE**

On Motion of Mrs. Cozzolino, seconded by Mrs. Patten, authorization was given to approve the following:

**COURSE APPROVAL**

1. The Superintendent recommends approval of the following course requests for the 2018 Fall Semester and subsequent reimbursement after successful completion:

**STAFF MEMBER**

**COURSE TITLE**

**Georgian Court University**

Lauren Rodia

Data Based Decision Making II  
Consultation Collaboration

**Monmouth University**

Anne Kuras

Research Design  
Leadership & Assessment  
Quantitative Research

Jessica Perez-Hohmann

Assessment and Curricula Interventions and Strategies

Technology and Students with Disabilities

Amy Bennett

Assessment and Instruction in Literacy I  
Literacy Trends and Issues

Carissa Borgia

School Nurse I  
Seminar**Chicago School of Psychology**

Sarah Strazzella

Research Experience III  
Statistical Analysis I**New Jersey City University**

Alisha Heine

Selection and Acquisition of Print/Non-Print  
Media**Kean University**

Kristen Rusterholz

Graduate Ceramics IV  
Advanced Seminar in Fine Arts Education I**Andrews University**

Patricia Somma

Strategies for Supporting Children with  
ADD/ADHD  
Supporting Student Success in STEM Using  
Blended Learning (K-5)  
The 4 C's of Project Based Learning  
Understanding Dyslexia**Motions carried by voice vote as follows:**Ayes: Mr. Amoroso, Mrs. Cozzolino, Mr. Matthews, Mrs. O'Sullivan, Mrs. Patten,  
Mrs. Lambert

Nays:

Abstain:

Absent: Mr. DiBlasio, Mrs. Holtz, Mr. Levy

**FINANCE/FACILITIES/TRANSPORTATION COMMITTEE**

On Motion of Mrs. Patten, seconded by Mr. Amoroso, authorization was given to approve the following:

**CERTIFICATION**

1. Pursuant to N.J.A.C. 6A:23A-16.10(c)(3), the Board Secretary certifies that as of July 31, 2018, **NO** budgetary line item account has obligations and payments (contractual orders) which in the total exceed the amount appropriated by the Board of Education pursuant to N.J.A.C. 6A:22A-16.10(a), N.J.S.A. 18A:22-8 and 18A:22-8.1.

**SECRETARY/TREASURER REPORTS**

2. The Superintendent recommends acceptance of the Board Secretary's report for the month of July 2018 and the Treasurer's report for the month of July 2018.

Pursuant to N.J.A.C. 6A:23A-16.10(c)(4), we certify that as of July 31, 2018, the Board Secretary's monthly financial report (appropriations section) did not reflect an over expenditure in any of the major accounts or funds, and based on the appropriation balances reflected on this report and the advice of the district officials,

we have no reason to doubt that the district has sufficient funds to meet its financial obligations for the remainder of the fiscal year.

**BILLS & CLAIMS**

3. The Superintendent recommends approval of the following list of bills dated September 6, 2018, which have been reviewed and approved by a Board member:

	Machine Print Checks	Hand Checks	Total Bills
Current Expense (General)			
Current Expense	\$500,706.68	\$260,012.53	\$760,719.21
Capital Outlay	\$161,108.61		\$161,108.61
Education Job Fund			
Special Revenue	\$2,877.73		\$2,877.73
Capital Project			
Debt Service		\$558,200.00	\$558,200.00
Total Bills	\$664,693.02	\$818,212.53	\$1,482,905.55

**TRANSFERS**

4. The Superintendent recommends approval of the following transfers for the 2018-2019 school year:

<u>Amount</u>	<u>From</u>	<u>To</u>
1. \$36,032	11-000-230-100-10 Salary, General Administration	11-000-230-199-11 Vacation Day Payout
<u>Amount</u>	<u>From</u>	<u>To</u>
2. \$12,208.00	11-204-100-101-14-000	ESY LLD Teacher
<u>\$ 8,878.04</u>	11-209-100-101-14-000	ESY BD Teacher
\$21,086.04		
	<u>To</u>	
\$5,332.62	11-204-100-106-14-000	ESY LLD TA
\$1,364.14	11-209-100-106-14-000	ESY BD TA
\$2,149.54	11-212-100-101-14-000	ESY MD Teacher
\$2,356.74	11-214-100-106-14-000	ESY Autistic TA
\$6,130.34	11-216-100-101-14-000	ESY PSD Teacher
\$1,860.14	11-216-100-101-14-000	ESY PSD TA
\$1,644.24	11-240-100-101-14-000	ESY Bilingual Teacher
<u>\$248.28</u>	11-240-100-106-14-000	ESY Bilingual Aide
\$21,086.04		
<u>Amount</u>	<u>From</u>	<u>To</u>
3. \$7,915.00	11-000-100-561-05 Tuition, Other LEA	11-000-100-565-40 Tuition, County Spec. Serv. District
<u>Amount</u>	<u>From</u>	<u>To</u>
4. \$4,067.81	11-000-270-161-11-000 Spec. Student Transportation	11-000-270-162-14-000 Summer Other Work
<u>Amount</u>	<u>From</u>	<u>To</u>
5. \$10,579.00	11-000-266-610-09-000 Security Supplies	11-000-266-300-06-000 Security Purchase Prof. Tech. Svc.

**APPROVAL OF TRAVEL AND RELATED EXPENSES**

5. The Superintendent recommends approval of the following travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23B as follows:

	NAME	TITLE	EVENT	DATES	AMOUNT
1	DeVita, Robert	Business Administrator	Legislative and Legal Update	9/25/18	\$136.00
2	DeVita, Robert	Business Administrator	ESSA and Submission of the Adsum	10/30/18	\$136.00
3	Kolodziej, Jessica	Teacher	AENJ 2018 Fall Conference	9/30/18 – 10/2/18	\$50.00
4	Milchuk, Maureen	Teacher	51 <sup>st</sup> Annual Rutgers Reading & Writing Conference	10/26/18	\$180.00
5	Morris, Elizabeth	Teacher	51 <sup>st</sup> Annual Rutgers Reading & Writing Conference	10/26/18	\$180.00
6	Nathan, Pamela	Assistant Superintendent	National Council of Supervisors of Math	3/31/19 – 4/3/19	\$2,223.00
7	Marchese, Charlene	Supervisor	National Council of Supervisors of Math	3/31/19 – 4/4/19	\$2,659.00

## RESOLUTION

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

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

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

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

(1) The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract A-83453/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals are available online at govdeals.com and also available from the Freehold Township Board of Education.

(2) The sale will be conducted online and the address of the auction site is govdeals.com.

(3) The sale is being conducted pursuant to Local Finance Notice 2008-2009.

(4) A list of the surplus property to be sold is as follows:

Quantity	Item	Manufacturer
24	1997 Combo Desk – beige desk/ red seat	Melsur
29	1997 Combo Desk – beige desk/ blue seat	Melsur
37	1997 Combo Desk – beige desk/ green seat	Melsur

(5) The surplus property as identified shall be sold in an "as-is" condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.

(6) The Freehold Township Board of Education reserves the right to accept or reject any bid submitted.



7. The Superintendent recommends approving the following staff members to receive Foundations Level K/1 Training at a cost of \$165 per participant during the 2018/19 school year:

1. Lara Summonte	2. Michele Barry	3. Laura McGowan
4. Lisa Urbanowitz	5. Sarah Strazzella	6. Mary Weiss
7. Tina Belka	8. Jamie Kelly	9. Elisa Elman
10. Rita Bohringer	11. Elizabeth Ramirez	12. Melissa McConnell
13. Shaina Seibuchler	14. Jennifer Harmon	15. Chrissy Filozof

#### DONATIONS

8. The Superintendent recommends approval of the following donations for the 2018-2019 school year:

1. \$2,500 from Catalent Pharma Solutions, LLC to Joseph J. Catena Elementary School which will be used to help fund the kindergarten playground.
2. \$250 from Menasha Corporation Foundation to the Joseph J. Catena Elementary School which will be deposited in the donations account.

#### DISPOSALS

9. The Superintendent recommends disposal of the following items in the district which are no longer being used for educational purposes:

1. 10 Cafeteria Tables at C. Richard Applegate Elementary School
2. 140 Steam Center books at Dwight D. Eisenhower Middle School (list is available in Business Office by request)
3. 1 Monkey Bar Ladder (PE Equipment) from the Joseph J. Catena Elementary School Gymnasium

#### APPROPRIATION OF EXTRAORDINARY AID

10. The Superintendent recommends, as per N.J.A.C. 6A:23A-13.3(d)6, that \$102,000 be appropriated from the 2017-2018 Extraordinary Aid to the following accounts due to an increase in out of district special education costs:

11-000-100-565-40: \$41,500  
 11-000-100-566-40: \$60,500

#### **Motions carried by voice vote as follows:**

Ayes: Mr. Amoroso, Mrs. Cozzolino, Mr. Matthews, Mrs. O'Sullivan, Mrs. Patten, Mrs. Lambert

Nays:

Abstain:

Absent: Mr. DiBlasio, Mrs. Holtz, Mr. Levy

Mr. Levy joined the meeting at 7:30 P.M.

#### MOTION TO RECESS THE MEETING AT 7:20 P.M.

On a motion of Mr. Amoroso, seconded by Mrs. Patten, the board went into recess as follows:

#### **Motions carried by voice vote as follows:**

Ayes: Mr. Amoroso, Mrs. Cozzolino, Mr. Matthews, Mrs. O'Sullivan, Mrs. Patten, Mrs. Lambert

Nays:

Abstain:

Absent: Mr. DiBlasio, Mrs. Holtz, Mr. Levy

**MOTION TO RECONVENE THE MEETING AT 7:30 P.M.**

On a motion of Mr. Amoroso, seconded by Mrs. Patten, the board reconvened as follows:

**Motion carried by voice vote as follows:**

Ayes: Mr. Amoroso, Mrs. Cozzolino, Mr. Matthews, Mrs. O'Sullivan, Mrs. Patten,  
Mrs. Lambert, Mr. Levy

Nays:

Abstain:

Absent: Mr. DiBlasio, Mrs. Holtz

Mr. DiBlasio joined the meeting at 7:30 P.M.

**OLD BUSINESS - NONE**

**NEW BUSINESS** - Mr. Levy hoped that everyone was off to a good start of the new school year. He reported that the Board toured the schools during the first week and that there was a positive atmosphere. The staff is excited with the appointment of Mr. Dickstein as the Acting Superintendent. The schools were all in great shape and the entire Buildings and Grounds staff did an excellent job preparing the schools in a very short period of time.

Mr. Levy also reminded the Board to check the Back to School Night calendar.

Mrs. Holtz joined the meeting at 7:40 P.M.

**PUBLIC PARTICIPATION – None**

**EXECUTIVE SESSION**

On motion of Mr. Amoroso, seconded by Mr. Holtz, the following resolution was moved and adopted:

RESOLVED, this board met in executive session on Wednesday, September 12, 2018 at 7:43 p.m., for the purposes of discussing the Superintendent Vacancy, from which the public may be excluded under the Open Public Meetings Act, PL 1975, Chapter 231. It is anticipated that matters discussed in this executive Session will be made public when the need for confidentiality no longer exists.

**Motion carried unanimously by voice vote.**

**MOTION TO RECONVENE THE MEETING AT 10:30 P.M.**

On a motion of Mrs. Cozzolino, seconded by Mrs. Lambert, the board reconvened as follows:

**Motion carried by voice vote as follows:**

Ayes: Mr. Amoroso, Mrs. Cozzolino, , Mrs. Holtz, Mr. Matthews, Mrs. O'Sullivan,  
Mrs. Lambert, Mr. Levy

Nays:

Abstain:

Absent: Mrs. Patten, Mr. DiBlasio

**ADJOURNMENT**

On motion of Mr. Holtz and seconded by Mr. Lambert, and by unanimous voice vote of those present, the meeting adjourned at 10:30 p.m.

Respectfully Submitted,

Robert DeVita  
Business Administrator/Board Secretary  
RD:aw