

MINUTES OF THE REGULAR VOTING MEETING  
MIDDLETOWN TOWNSHIP BOARD OF EDUCATION  
WEDNESDAY EVENING, NOVEMBER 16, 2016

Pursuant to notices sent to each member of the Board of Education, the regular voting meeting was held on Wednesday, November 16, 2016 in the High School North Library, 63 Tindall Road, Middletown, NJ

1. **Call to Order by the Board President** at 7:01 p.m.
2. **Sunshine Announcement:**  
"Adequate notice of this meeting was provided by sending such notice to the Asbury Park Press, The Middletown Patch, and the Middletown Twp. Public Schools District Website and the posting of such notice at the August T. Miner Administration Building and each elementary, middle, and secondary school in the district".
3. **Roll Call**  
Present: Mike Donlon (arr: 7:02), Ernest Donnelly, Sue Griffin, Joan Minnuies, Andrew Nicholes, Danielle Walsh (arr: 7:02), Bob Banta and James Cody  
Absent: Vincent Brand  
Also Present: Dr. George, Amy Gallagher and Jeff Merlino and Nicholas Savio, Esqs.
4. **Student Speakers:**  
High School South Student Council and Senior Council – Kara Gillman and Megan Jones  
High School North Lions Club (no speaker)
5. **Resolution For Executive Session:**  
At 7:07 p.m. a motion was made by Mr. Nicholes, seconded by Mr. Donnelly to go into executive session for matters of; legal, personnel and security issues. Motion carried on a voice vote.
6. **Call to Order by the Board President and Re-Reading of the Sunshine Notice** at 8:08 p.m.
7. **Roll Call**  
Present: Mike Donlon, Ernest Donnelly, Sue Griffin, Joan Minnuies, Andrew Nicholes, Danielle Walsh, Bob Banta (left: 9:30) and James Cody  
Absent: Vincent Brand  
Also Present: Dr. George, Amy Gallagher and Jeff Merlino and Nicholas Savio, Esqs.
8. **Pledge of Allegiance and Moment of Silence**  
*For a Helfrich Bus Company driver who passed away this past week.*
9. **Update – Facilities and Long Range Planning** – Mr. Cody reported that the Board was given an update on the status of the Ad Hoc Committee, and a few members are in attendance to answer any questions the Board might have.
10. **Committee of the Whole Board**
  1. Technology (Dave Siwiak/Dan Alston)
    - a. Information items
      - i. FussFoo Update
  2. Student Services (Bob Dunn)

- a. Voting agenda items
    - i. Approval for Home Instruction
    - ii. Contracted services
  - b. Information items
    - i. Special Olympics Grant
3. Facilities (Amy Gallagher)
- a. Information items
    - i. Athletic field improvement project at Thorne/Harmony not to exceed \$60,000 (addendum to shared services agreement made on 9/21/15)
    - ii. ESIP update (specifications for solar RFP draft on Board Portal – bids scheduled for January)
    - iii. Budget items under consideration
    - iv. Earle Weapon Station Feasibility Study (alternate power supply)
4. Curriculum & Instruction (Kim Pickus / Charlene O’Hagan / Marjorie Caruso)
- a. Voting agenda items
    - i. Curriculum Committees, Workshops, Home schooling
    - ii. Resolution in Support of Modifications to the Delivery of English as a Second Language Services
  - b. Information items
    - i. New Course proposals (Dan Alston)
    - ii. Monmouth County Arts Program participation
5. Finance (Amy Gallagher)
- a. Voting agenda items
    - i. Financial reports and bill list
    - ii. Bus evacuation drills
  - b. Information items
    - i. Bus Safety (Mary Ellen Walker)
6. Policy (Amy Gallagher)
- a. Information items
    - i. Regulation 2340 – Field Trips (revised) - *Charlene O’Hagan*
7. Operations/Co-Curricular & Athletics (Mary Ellen Walker)
- a. Information items
    - i. Security update (John Maguire)
    - ii. Building level item drop-off procedures (Mary Ellen Walker)
8. Personnel (Dr. Magistro)

11. **Opportunity for Public Comment on Agenda Items Only – limited to thirty minutes**
- No speakers

**12. Motion to Approve Minutes**

- Executive Session – *September 27, 2016*
- Voting Meeting – *September 27, 2016*

Motion made by Mr. Nicholes, seconded by Mr. Banta to approve item #12 (September). Motion carried on a voice vote:

Ayes: (8) – Mr. Donlon, Mr. Donnelly, Mrs. Griffin, Mrs. Minnuies, Mr. Nicholes, Mrs. Walsh, Mr. Banta and Mr. Cody

Noes: (0) –

- Executive Session – *October 24, 2016*
- Voting Meeting – *October 24, 2016*

Motion made by Mr. Donnelly, seconded by Mrs. Walsh to approve item #12 (October). Motion carried on a voice vote:

Ayes: (8) – Mr. Donlon, Mr. Donnelly, Mrs. Griffin, Mrs. Minnuies, Mr. Nicholes, Mrs. Walsh, Mr. Banta and Mr. Cody

Noes: (0) –

**13. Reports**

**A. Report of the President** – Mr. Cody reported on the School Board election results, and announced the date of the reorganization meeting of January 4, 2017. Mr. Cody also reported that the New Jersey Transit received the joint resolution between Middletown Township BOE, Hazlet BOE, Holmdel BOE, Matawan-Aberdeen BOE and the Red Bank Boro BOE regarding the JCP&L Monmouth County Reliability Project concerns.

**B. Report of the Business Administrator/Board Secretary**

- 1) Motion to accept the Report of the Treasurer and the Report of the Secretary as being in agreement for the month of October 2016 - *Attachment BA-1*
- 2) Motion to accept the Board Secretary's certification that no major budget line item has been over-expended for the month of October 2016
- 3) Approval of transfers for October 2016 – *Attachment BA-2*
- 4) Motion to approve Bill List for the period of October 24, 2016 through November 16, 2016 - *Attachment BA-3*

Motion made by Mr. Nicholes, seconded by Mr. Donnelly to approve item #13B1-4. Motion carried on a voice vote:

Ayes: (7) – Mr. Donlon, Mr. Donnelly, Mrs. Griffin, Mr. Nicholes, Mrs. Walsh, Mr. Banta and Mr. Cody

Noes: (1) – Mrs. Minnuies (1,3,4)

Abst: (1) – Mrs. Minnuies (2)

**C. Report of the Superintendent**

- 1) The Superintendent Report on Incidents of Violence, Vandalism, Weapons & Substance Abuse is affirmed by the Board of Education for the month of September 2016:

District Tally	2016				2017					
	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Violence	4									
Vandalism	0									
Weapons	0									
Substance Abuse	1									

- 2) The Superintendent Report on Harassment, Intimidation & Bullying is affirmed by the Board of Education for the month of September 2016:

District Tally	2016				2017					
	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Investigations	9									
HIB Incidents	3									
Conflict	1									
Other	5									

Motion made by Mr. Donlon, seconded by Mr. Banta to approve item #13C1-2. Motion carried on a voice vote:

Ayes: (8) – Mr. Donlon, Mr. Donnelly, Mrs. Griffin, Mrs. Minnuies, Mr. Nicholes, Mrs. Walsh, Mr. Banta and Mr. Cody

Noes: (2) – Mrs. Griffin (2) and Mrs. Minnuies (2)

- 3) Superintendent's Update – Dr. George announced that the December Board of Education Voting Meeting has moved to Tuesday, December 13, 2016. He also commended the students, parents and staff for their work on the Kortney Rose fundraiser for pediatric cancer research, raising \$8,000.

#### 14. Recommendations of the Superintendent of Schools

##### A. Technology (David Siwiak)

##### B. Student Services (Robert Dunn)

- 1) Approval of independent evaluations:
  - a) *Beyond Communication* for independent educational evaluations for student #15053 and student #15054 at a cost of \$1,600 each evaluation.  
*Account #11-000-213-300-00-000*
  - b) *Milestones Center* for independent pediatric evaluation for student #15054 at a cost of \$460  
*Account #11-000-213-300-00-000*
  - c) *Travis Tallman of New Jersey Institute for Disabilities/Lakeview School* for independent augmentative communication assessment for student #309059 at a cost of \$1,150  
*Account #11-000-213-300-00-000*
- 2) Approval for home instruction:

Student ID #	Beginning Date	Ending Date
309833	10/17/2016	11/28/2016
311050	11/27/2016	1/27/2016
308768	11/9/2016	12/11/2016
11823	10/20/2016	12/20/2016
305794	10/13/2016	12/13/2016
305609	10/24/2016	12/24/2016
306164	10/26/2016	12/26/2016
309718	10/28/2016	11/28/2016

307124	10/20/2016	12/20/2016
13871	10/14/2016	12/14/2016
305251	10/26/2016	11/28/2016
14815	10/20/2016	11/30/2016
305756	9/27/2016	11/27/2016
14192	11/5/2016	1/5/2017
17337	11/16/2016	1/16/2016
19166	11/08/2016	01/08/2017

Motion made by Mr. Donlon, seconded by Mrs. Griffin to approve item #14B1-2. Motion carried on a voice vote:

Ayes: (8) – Mr. Donlon, Mr. Donnelly, Mrs. Griffin, Mrs. Minnuies, Mr. Nicholes, Mrs. Walsh, Mr. Banta and Mr. Cody

**C. Facilities (Amy Gallagher)**

**D. Curriculum (Kim Pickus)**

- 1) Recommend approval of staff to attend conferences, workshops, in-services and seminars - *Attachment Curriculum-1 (Strategic Planning Student Success)*
- 2) Recommend approval of suspension report for September 2016 – *Attachment Curriculum-2*
- 3) Recommend approval of resolution in support of modifications to the delivery of English as a second language services

*Whereas— The Middletown Township Board of Education seeks an equivalency application waiver to better serve our English as a Second Language (ESL) students and pursue initiatives that may lead to the creation of a Magnet ESL program.*

*Whereas— The state’s model of servicing ESL students every day for 30 minutes is not effective in Middletown due to the comparatively small number of students eligible for ESL which comprises less than 1% of enrollment. Combined with the need to serve students in sixteen schools over 42 square miles, it was necessary to consult with the NJDOE to seek advice.*

*Whereas— The Middletown Township Public School has needed to consult with the NJDOE to adjust ESL services to meet the weekly required state minutes. In so doing, students will be seen for one hour every other day. This will allow for students to receive more intensive instruction and all students to be serviced within our current time and contractual restraints.*

*Whereas— The Middletown Township Public School will provide three days of Sheltered Instruction (train-the-trainer) workshop presentations to ESL and classroom teachers as well as administrators to provide more supports for ESL students.*

*Therefore, it is resolved that the Middletown Township Board of Education agrees to modify ESL services to every other day for an hour for the 2016-2017 school year, and it is the Board’s intention to explore the creation of a Magnet ESL Program at the start of the 2017-2018 school year. It is the intention of the school district to maximize the ESL staff to student contact time for instructional purposes serving the needs of ESL students.*

- 4) Affirm request for home schooling for the 2016-2017 school year: T.M.
- 5) Approval for Middletown Township Public Schools to participate in the 2016-2017 Monmouth County Arts High and Middle School Programs, as follows:

- Grades 9-12: High School (parent paid 14-week program at \$830 per student, includes round-trip transportation) January-May
- Grades 9-12: High School (parent paid 14-week program at \$715 per student, without transportation) January-May
- Grades 6, 7, 8: Middle School (parent paid 12-week program at \$815 per student, includes round-trip transportation) January-May
- Grades 6, 7, 8: Middle School (parent paid 12-week program at \$715 per student, without transportation) January-May

Motion made by Mrs. Griffin, seconded by Mr. Banta to approve item #14D1-5. Motion carried on a voice vote:

Ayes: (8) – Mr. Donlon, Mr. Donnelly, Mrs. Griffin, Mrs. Minnuies, Mr. Nicholes, Mrs. Walsh, Mr. Banta and Mr. Cody

**E. Finance (Amy Gallagher)**

1) Approval for first half 2016-17 bus evacuation drills:

School	Evacuation Drill Date	Contractor	Date Scheduled	Confirmation
Bayview	10-18-16	Helfrich and Loori	10-12-16	Confirm Complete
Fairview	10-14-16	Helfrich, Shamrock, Durham	10-12-16	Confirm Complete
Harmony	10-19-16	Helfrich, Shamrock, Durham & Loori	10-03-16	Confirm Complete
Leonardo	10-11-16	Helfrich & Durham	09-30-16	Confirm Complete
Lincroft	10-14-16	Helfrich & Durham	09-30-16	Confirm Complete
Middletown Village	10-11-16	Loori, Seman-Tov, Shamrock, Jays, & Unlimited	9-30-16	Confirm Complete
Navesink	10-07-16	Durham, Shamrock, Helfrich, Unlimited & Loori	10-4-16	Confirm Complete
New Monmouth	10-18-16	Shamrock, Loori, Helfrich,	10-12-16	Confirm Complete
Nut Swamp	10-11-16	Shamrock, Durham & Helfrich	10-10-16	Confirm Complete
Ocean Avenue	10-27-16	Shamrock & Helfrich	10-13-16	Confirm Complete
Pt. Monmouth	10-18-16	Shamrock & Helfrich	10-10-16	Confirm Complete
River Plaza	10-13-16	Durham & Helfrich	10-01-16	Confirm Complete
Bayshore	10-11-16	Shamrock, Helfrich & Loori	10-05-16	Confirm Complete
Thompson	10-14-16	Durham, Helfrich & Loori	10-12-16	Confirm Complete
Thorne & Thorne Alt	10-20-16	Shamrock, Seaman-Tov, Loori & Helfrich	10-12-16	Confirm Complete
HSN	10-13-16	Shamrock, Loori, Jays, Durham, Helfrich & Seaman-Tov	10-7-16	Confirm Complete
HSS	10-11-16	Shamrock, Helfrich, Durham,	10-3-16	Confirm

		Loori & Unlimited		Complete
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Motion made by Mr. Donlon, seconded by Mrs. Griffin to approve item #14E1. Motion carried on a voice vote:

Ayes: (7) – Mr. Donlon, Mr. Donnelly, Mrs. Griffin, Mrs. Minnuies, Mr. Nicholes, Mrs. Walsh and Mr. Cody

Noes: (0)

Abst: (1) – Mr. Banta

**F. Policy** (*Amy Gallagher*)

**G. Co-Curricular/Athletics** (*Mary Ellen Walker*)

**H. Negotiations** (*Dr. George / Amy Gallagher*)

**I. Personnel** (*Dr. Jo Ann Magistro*)

Note: All appointments of District staff are contingent upon satisfying the requirements of the Criminal History Review Unit

1) Approval of Retirements:

- a. Susan Browne (9/1/88) Grade 3, River Plaza effective 3/1/17
- b. Paula Niesz (9/1/96) Special Education, Thorne effective 1/1/17
- c. Laurie J. Weimer (9/26/83) ESL, District effective 2/1/17
- d. William H. Weimer (11/14/94) ESL, District effective 2/1/17

2) Approval of Resignations

- a. Tarah Dean, Substitute Teacher effective 10/30/16
- b. Susan Koenigsberg, Substitute Paraprofessional effective 11/1/16

3) Approval of Leave of Absence:

- a. Cristine DiMarco, Co-Teacher, Navesink for maternity effective:  
1/18/17 – 2/22/17 – paid leave  
2/23/17 – 5/17/17 – unpaid by District, NJ Family Leave Act  
Acct# 11-120-100-101-20-035; 11-213-100-101-00-000
- b. Jane Pearson, Business, HS North for maternity effective:  
1/17/17 – 3/14/17 – paid leave  
3/15/17 – 6/6/17 – unpaid by District, NJ Family Leave Act  
Acct# 11-140-100-101-01-000
- c. Benedict Yennella, Chief Day Custodian, Bayview for medical reasons effective:  
11/14/16 – 12/22/16 – paid leave  
Acct# 11-000-262-100-20-023  
**Adjustment**
- d. Vanessa Eckert, Grade 1, Harmony for maternity effective:  
10/27/16 – 1/4/17 – paid leave  
1/5/17 – 3/30/17 – unpaid by District, NJ Family Leave Act  
3/31/17 – unpaid leave  
Acct# 11-120-100-101-20-000
- e. Carolyn Fennessy, Special Education, Bayview for medical reasons effective:  
9/1/16 – 9/27/16 – paid leave

9/28/16 – 11/20/16 - unpaid by District, Federal Family Leave Act

Acct# 11-204-100-101-00-000

- f. Kristin Sultan, Co-Teacher, Middletown Village for medical reasons effective:  
10/4/16 – 11/11/16 – paid leave  
Acct# 11-130-100-101-20-000

4) Approval of New Hires:

- a. Jennifer Cadorette, Grade 1, Lincroft, Drake University, MA (Replacement)  
Certification: Elementary  
Salary: MA+30 - step 13 - \$76,763 (pro-rated)  
Effective: 12/5/16 – 5/10/17  
Acct# 11-120-100-101-20-000
- b. Jennifer Connelly, Mathematics, HS North, Montclair State, MA  
Certification: Mathematics  
Salary: MA – step 13 - \$71,483 (pro-rated)  
Effective: upon release from present employment - 6/30/17  
Acct# 11-140-100-101-01-000
- c. Stefani Cracchiolo, Music, HS South, Montclair State, BA (Replacement)  
Certification: Music (CEAS)  
Salary: BA – step 1 - \$53,900 (pro-rated)  
Effective: 12/5/16 – 5/26/17  
Acct #11-140-100-101-02-000
- d. Shannon Cutrona, English, HS North, Ohio State University, BA (Replacement)  
Certification: English (Provisional)  
Salary: BA – step 2 - \$54,450 (pro-rated)  
Effective: 11/17/16 – 2/3/17  
Acct# 11-140-100-101-01-000
- e. Justin Derasmo, Security Guard, HS South  
Salary: \$14.50/hr  
Effective: 11/17/16 – 6/30/17  
Acct# 11-000-266-100-18-018
- f. Dennis Glick, Tech Specialist I, District  
Salary: \$44,000 (pro-rated)  
Effective: 11/21/16 – 6/30/17  
Acct# 11-000-252-100-27-000
- g. Brinn E. Lust, Preschool, Harmony, Monmouth University, BA (Replacement)  
Certification: Preschool – Grade 3, Teacher of Students w/Disabilities (CEAS)  
Salary: BA – step 1 - \$53,900 (pro-rated)  
Effective: 11/17/16 – 4/17/17  
Acct# 11-216-100-101-00-000
- h. Kathryn Rohlander, School Social Worker, New Mon, Rutgers Univ, MA (Replacement)  
Certification: School Social Worker  
Salary: MA – step 1 - \$65,888 (pro-rated)  
Effective: 12/1/16 – 6/30/17  
Acct# 11-000-219-104-00-000
- i. Melissa Settembrino, Category I Secretary, Bayshore Middle School (12 months)  
Salary: Step 1 - \$41,438 (pro-rated)



Effective: 1/3/17 – 6/30/17  
Acct# 11-000-240-105-19-016

5) Approval of adjustment of salary and/or date of employment:

- a. Jamie Koransky, Student Services Supervisor  
Effective: 11/18/16 – 6/30/17
- b. Karolyn Samuelsen, Special Education, HS South  
Effective: 9/28/16 – 12/23/16
- c. Lisa J. Wendel, LDTC, Fairview  
Effective: 11/28/16 – 6/30/17

6) Approval of transfer effective 11/22/16 – 6/30/17

Name	From	To	Salary	Acct #
Linda Cacicedo	Phys Ed/HSS	Phys Ed/NM/RP	\$98,068	11-120-100-101-20-009
Jennifer Turiello	Phys Ed/NM/RP	Phys Ed/HSS	\$79,210	11-140-100-101-02-000

7) Approval to add the following to the approved list of substitute personnel effective 2016-2017:

Substitute Teachers	Substitute Paraprofessionals	Substitute Security Guard
Gloria Lindsay Emily Stetson	Emily Stetson	Michael Graff*
Victoria Zechman Jennifer Cadorette * Christopher Rotolo*	Substitute Secretary Melissa Settembrino*	

\* pending fingerprints

Motion made by Mr. Donlon, seconded by Mr. Donnelly to approve item #1411-7. Motion carried on a voice vote:

Ayes: (8) – Mr. Donlon, Mr. Donnelly, Mrs. Griffin, Mrs. Minnuies, Mr. Nicholes, Mrs. Walsh, Mr. Banta and Mr. Cody

Noes: (0)

8) The Superintendent of Schools recommends the appointment of Charles Welsh as Interim Assistant Principal at HS South at a daily rate of \$475.00 effective October 31, 2016 through June 30, 2017.

Acct#11-000-240-103-02-000

9) The Superintendent of Schools recommends the appointment of Nelson Ribon to serve as an Interim Administrator on an as needed basis at a negotiated rate not to exceed \$500.00 per day.

10) Approval of pre-service teachers to complete fieldwork and internship/student teacher per *Attachment HR 1*

11) Approval of curriculum committee per *Attachment HR 2*

12) Approval of paraprofessional assignments per *Attachment HR 3* (all Paraprofessional appointments subject to budgetary constraints, enrollments and IEP requirements and may be changed or eliminated during the term of the assignment)

13) Approval of special contracts per *Attachment HR 4*

14) Approval of coaches per *Attachment HR 5*

Motion made by Mr. Donlon, seconded by Mr. Donnelly to approve item #1418-14. Motion carried on a voice vote:

Ayes: (8) – Mr. Donlon, Mr. Donnelly, Mrs. Griffin, Mrs. Minnuies, Mr. Nicholes, Mrs. Walsh, Mr. Banta and Mr. Cody

Noes: (0)

15. **Old Business** – Mrs. Minnuies requested an update on the River Plaza safety issue along Hubbard Avenue. Mrs. Gallagher and Dr. George reported on a meeting with the Township and County Engineer addressing the student safety issue, discussing; installation of safety fencing, rumble strips and current speed limit. Funding for the safety fence is being investigated. Mrs. Minnuies also inquired on the status of the property adjacent to River Plaza Elementary School. Mrs. Griffin and Mr. Donnelly distributed a draft of a New Board Member Orientation Manual for review and comment by December 3rd. Mrs. Griffin and Mrs. Minnuies requested to attend the Delegates Assembly meeting on Saturday, December 10<sup>th</sup>. Mr. Donlon requested an update on security training for staff and security personnel. Mr. Maguire reported on the training process and status.
16. **New Business** – Mrs. Walsh inquired about *Odyssey of the Mind* program. Mr. Nicholes wished the High School football teams luck in the upcoming games for state championship. Mrs. Minnuies commented on the High School plays, and upcoming holiday event at High School North.
17. **Public Comment – Limited to thirty minutes**
- Megan Cashion commented on the River Plaza safety issue along Hubbard Avenue, and adjacent property to the River Plaza Elementary School.
  - Dorothy Ginda commented on school security, safety committee, and security updates.
  - Jamie Curcio commented on security training and law enforcement agencies.
  - Steven Ramos commented on Harassment, Intimidation and Bullying.
18. **Motion to Adjourn** – at 10:31 motion made by Mrs. Walsh, seconded by Mr. Donnelly to adjourn the voting meeting. Motion carried on a voice vote.

Respectfully submitted,



Amy P. Gallagher  
School Business Administrator/Board Secretary