

**MIDDLETOWN TOWNSHIP PUBLIC SCHOOLS  
BOARD OF EDUCATION  
WORKSHOP/VOTING MEETING  
HIGH SCHOOL NORTH AUDITORIUM  
TUESDAY, APRIL 25, 2023 7:00 PM  
PUBLIC MEETING APPROXIMATELY 8:00 PM**



**Middletown Township Board of Education**

**Frank Capone, President**

**Jacqueline Tobacco, Vice President**

**Leonora Caminiti**

**Kate Farley**

**Joe Fitzgerald**

**H. Barry Heffernan**

**Joan Minnuies**

**Gary Tulp**

**Deborah Wright**

**Student Representative, High School North - Liam Ruane**

**Student Representative, High School South - Kaylea Hallam**

**Mary Ellen Walker**  
Superintendent of Schools

**Amy P. Doherty, CPA**  
Business Administrator / Board Secretary

**Mission Statement**

*The Middletown Township Public School District will work as a united community to empower each student by providing an engaging, inclusive, and safe educational environment. The District will utilize available resources, responsibly and effectively, to enable students to reach their full potential as life-long learners and responsible citizens. The District will encourage students to develop their imagination and creativity, aspire to greatness, value diverse perspectives, and demonstrate cultural competence as global citizens to prepare for future academic, career, and personal success.*

**Guidelines for Public Comment**

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicly concerning certain matters, such as those regarding an individual student. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's office. Public comment periods shall also be governed by the following rules:

1. A participant must be recognized by the Board President or presiding officer and must preface comments by an announcement of his/her name, address or municipality of residence, and group affiliation, if applicable;
2. Each statement made by a participant shall be limited to THREE minutes' duration;
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements, questions, or inquiries shall be directed to the Board President and any questions or inquiries directed by a participant to another Board member shall be redirected to determine if such statement, question, or inquiry shall be addressed on behalf of the Board or by the individual Board member; and
5. Questions requiring investigation shall be referred by the Board to the Superintendent's office for consideration and later response. A participant may be asked to submit such questions in written format.

**Code of Ethics for School Board Members (Statute 18A:12-24.1):**

- I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- I will support and protect school personnel in proper performance of their duties.
- I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

1. **6:00 PM Employee Recognition - Support Staff Employees of the Year** *High School North Auditorium*
2. **7:00 PM Opening of Meeting - Call to Order by Board Secretary and Reading of the 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 Administrative Offices and each elementary, middle, and secondary school in the district”.*
3. **Roll Call**
4. **Resolution for Executive Session**
5. **Call to Order by the Board President and Re-Reading of Sunshine Announcement**
6. **Roll Call**
7. **Pledge of Allegiance**
8. **Student Speakers**
  - High School North - Liam Ruane
  - High School South - Tessa Cigolini
9. **Public Hearing and Adoption of the 2023-2024 School District Budget**
  - A. Presentation of Final 2023-2024 School Year Budget
  - B. Open to the Public
  - C. Resolution to Adopt Final 2023-2024 School Year Budget and Tax Levy:

**WHEREAS**, the Middletown Township Board of Education adopted a tentative budget on March 14, 2023, and submitted to the Executive County Superintendent of Schools for approval, and

**WHEREAS**, the tentative budget was approved by the Executive County Superintendent of Schools on March 22, 2023; and

**WHEREAS**, the tentative budget was advertised in the legal section of the Asbury Park Press on April 14, 2023; and

**WHEREAS**, the final budget was presented to the public during a public hearing on April 25, 2023; and

**WHEREAS**, the Superintendent of Schools recommends approval to adopt the final budget for FY 2023-2024; Now

**BE IT RESOLVED**, that the final budget be approved for the 2023-2024 School Year using the 2023-2024 state aid figures and the School Business Administrator/Board Secretary be authorized to submit the following final budget to the Executive County Superintendent of Schools in accordance with the statutory deadline:

|                              | General Fund  | Special Revenue | Debt Service | TOTAL         |
|------------------------------|---------------|-----------------|--------------|---------------|
| 2023-2024 Total Expenditures | \$181,493,850 | \$4,613,580     | \$6,483,705  | \$192,591,135 |
| Less: Anticipated Revenues   | \$25,655,974  | \$4,613,580     | \$1,258,800  | \$31,528,354  |
| Taxes to be Raised           | \$155,837,876 | -0-             | \$5,224,905  | \$161,062,781 |

**Capital Reserve Account Withdrawal - Other Capital Projects**

**BE IT RESOLVED**, included in the general fund appropriations, budget line 620 is a withdrawal from Capital Reserve - Other Capital Projects in the amount of \$154,000 for other capital project costs of \$154,000. The total cost of these projects is \$154,000 which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

*District intends to utilize these funds for the following projects:*

| <b>Project #</b>   |  | <b>Cost</b>       |
|--------------------|--|-------------------|
| 1                  | Playground additions/replacements - Harmony/Lincroft | \$ 100,000        |
| 2                  | Fire alarm replacement - River Plaza                 | \$ 24,000         |
| 3                  | Interior door replacement - Bayview                  | <u>\$ 30,000</u>  |
| <b>TOTAL COST:</b> |  | <b>\$ 154,000</b> |

**Travel and Related Expense Reimbursement**

**WHEREAS**, the Middletown Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23A-7.2 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

**WHEREAS**, the Middletown Township Board of Education established \$150,000 as the maximum travel amount for the current school year (2022-2023) and has expended \$44,910 as of this date;

**BE IT RESOLVED**, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$150,000 for the 2023-2024 school year.

**10. Committee Reports**

- A. Negotiations (Jacqueline Tobacco/Patrick Rinella)

- B. Curriculum and Instruction (Kate Farley/Jessica Alfone)
  - Committee Meeting 4/18/2023
- C. Student Services (Gary Tulp/Jessica Alfone)
  - Committee Meeting 4/18/2023
- D. Facilities/Finance (Frank Capone/Amy Doherty)
  - Committee Meeting 4/19/2023
- E. Policy (Jacqueline Tobacco/Matthew Kirkpatrick)
  - Committee Meeting 4/18/2023
- F. Co-Curricular (Leonora Caminiti/Pat Rinella)
- G. Technology (Barry Heffernan/Amy Doherty)
- H. Shared Services (Frank Capone/Amy Doherty)
  - Committee Meeting 4/18/2023
- I. Strategic Planning (Frank Capone)
- J. Personnel (Joan Minnuies/Patrick Rinella)
  - Committee Meeting 4/19/2023
- K. Legislative (Jacqueline Tobacco/Mary Ellen Walker)

**11. Opportunity for Public Comment on Agenda Items Only - limited to thirty minutes**

**12. Proclamation**

Approval of Proclamation – Administrative Professionals’ Day

**WHEREAS**, school and department administrative professionals are responsive to the well-being of students, professional personnel, support personnel, parents, and the community; and

**WHEREAS**, the Middletown Township Board of Education wishes to publicly recognize the contributions that school and department administrative professionals make to the educational process in our district; now

**THEREFORE, BE IT RESOLVED**, the Middletown Township Board of Education hereby recognizes Wednesday, April 26, 2023 as Administrative Professionals’ Day and expresses deep appreciation to the administrative professionals for their unselfish service to schools, departments, and the community.

Approval of Proclamation – National School Principals’ Day

**WHEREAS**, within an educational environment, the school principal is recognized as the instructional leader and a key factor in effective and productive learning in the classroom; and

**WHEREAS**, the principal’s leadership skills and abilities directly affect the performance of teachers striving to achieve their goal of quality instruction for every student; and

**WHEREAS**, these professionals not only direct the activities within their school but also act as the liaison between the school and the community it serves,

ensuring that parents and taxpayers are aware of the school’s undertakings and achievement; now

**THEREFORE, BE IT RESOLVED**, the Middletown Township Board of Education, do hereby proclaim Monday, May 1, 2023 as National School Principals’ Day in the Middletown Township Public Schools.

Approval of Proclamation – National Teacher Appreciation Day

**WHEREAS**, teachers make public schools great; and

**WHEREAS**, teachers work to open students' minds to ideas, knowledge and dreams; and

**WHEREAS**, teachers keep American democracy alive by laying the foundation for good citizenship; and

**WHEREAS**, teachers fill many roles, as listeners, explorers, role models, motivators and mentors; and

**WHEREAS**, teachers continue to influence us long after our school days are only memories; now

**THEREFORE, BE IT RESOLVED**, the Middletown Township Board of Education, do hereby proclaim Tuesday, May 2, 2023 as National Teacher Appreciation Day in the Middletown Township Public Schools.

Approval of Proclamation – School Nurse Day

**WHEREAS**, school nurses have served a critical role in improving public health and in ensuring student’s academic success for more than 100 years; and

**WHEREAS**, school nurses address the home and community factors (e.g., social determinants) that impact students’ health; and

**WHEREAS**, school nurses act as a liaison to the school community, families, and healthcare providers on behalf of children’s health by promoting wellness and improving health outcomes for our nation’s children; and

**WHEREAS**, school nurses support the health and educational success of children and youth by providing access to care when children’s cognitive development is at its peak; and

**WHEREAS**, school nurses are members of school-based teams (e.g., school health services, 504/IEP, disaster/emergency planning) to address the school population; and

**WHEREAS**, school nurses understand the link between health and learning and are in a position to make a positive difference for children every day; now

**THEREFORE, BE It RESOLVED**, that the Middletown Township Public School District do hereby proclaim Wednesday, May 10, 2023, as School Nurse Day in the Middletown Township Public Schools.

**13. Motion to Approve Minutes**

- Executive Session 3/28/2023
- Workshop/Regular Voting Meeting 3/28/2023

**14. Reports**

- A. Report of the President**
- B. Board Secretary’s Monthly Certification**

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of March 31, 2023 no line item account has encumbrances and expenditures, which in total exceed the line appropriation in violation of N.J.A.C. 6A:23-2.11(a).

*Amy P. Doherty*  
*School Business Administrator/Board Secretary*

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

- 1) Motion to approve Bill List for the period of March 29, 2023 through April 25, 2023 as per *Attachment BA-3 Bill List*.
- 2) Approval of transfers for March 2023, as per *Attachment BA-2 Transfers*.
- 3) Motion to accept the Report of the Secretary for the month of March 2023, as per *Attachment BA-1 Report of Secretary*.

**D. Report of the Superintendent**

- 1) Superintendent’s update.
- 2) The Superintendent Report on Harassment Intimidation and Bullying is affirmed by the Board of Education, as per *Attachment Superintendent-1 HIB*.
- 3) The Superintendent Report on incidents of Violence, Vandalism, Weapons & Substance Abuse is affirmed by the Board of Education for the month of March:

|                        | <u>2022</u> |      |      |      | <u>2023</u> |      |       |       |     |      |
|------------------------|-------------|------|------|------|-------------|------|-------|-------|-----|------|
| District Tally         | Sept.       | Oct. | Nov. | Dec. | Jan.        | Feb. | March | April | May | June |
| <b>Violence</b>        | 2           | 3    | 4    | 6    | 4           | 5    | 10    |       |     |      |
| <b>Vandalism</b>       | 0           | 1    | 0    | 0    | 0           | 0    | 0     |       |     |      |
| <b>Weapons</b>         | 0           | 3    | 0    | 0    | 0           | 1    | 0     |       |     |      |
| <b>Substance Abuse</b> | 8           | 1    | 2    | 2    | 2           | 1    | 3     |       |     |      |

- 4) The Superintendent of Schools recommends approval of the submission of the Stabilization Aid Application for the 2022-2023 school year. The District is applying for \$217,769 in Stabilization Aid to fund essential instructional supports that were not able to be included in the District’s 2023-2024 budget due to the immediate and cumulative impact of the S2 state aid reductions.
- 5) The Superintendent of Schools recommends approval of the revised 2023-2024 school calendar (revised mid-term exam dates; marking period dates) as per *Attachment Superintendent-2*.

**15. Recommendations of the Superintendent of Schools**

**A. Technology** (*David Siwiak*)

**B. Student Services (Michele Tiedemann)**

1) Recommend approval for home instruction:

| <u>Student ID</u> | <u>Start Date</u> | <u>End Date</u> |
|-------------------|-------------------|-----------------|
| 14653             | 2/23/23           | 3/23/23         |
| 10280             | 3/1/23            | 5/1/23          |
| 21048             | 3/17/23           | 6/19/23         |
| 11494             | 3/21/23           | 4/21/23         |
| 13042             | 3/29/23           | 4/28/23         |
| 20261             | 3/27/23           | 4/27/23         |
| 11985             | 3/28/23           | 4/28/23         |
| 11724             | 3/10/23           | 5/10/23         |
| 14653             | 3/24/23           | 4/24/23         |
| 15791             | 4/6/23            | 5/6/23          |
| 311896            | 3/4/23            | 5/3/23          |
| 18395             | 3/31/23           | 5/19/23         |
| 25076             | 3/30/23           | 5/12/23         |
| 12601             | 3/31/23           | 5/31/23         |
| 13883             | 4/10/23           | 5/10/23         |
| 11518             | 4/11/23           | 6/14/23         |
| 22775             | 4/14/23           | 5/14/23         |
| 11916             | 3/14/23           | 6/14/23         |
| 11119             | 4/20/23           | 6/15/23         |
| 13916             | 4/7/23            | 5/12/23         |
| 13807             | 4/7/23            | 6/2/23          |
| 13469             | 4/7/23            | 6/7/23          |
| 14777             | 4/18/23           | 5/18/23         |
| 16214             | 4/19/23           | 6/14/23         |
| 22187             | 4/17/23           | 5/17/23         |

2) Approval of new out of district placement:

| <u>Student ID</u> | <u>Placement</u>        | <u>Start Date</u> | <u>End Date</u> | <u>Cost per Day</u> |
|-------------------|-------------------------|-------------------|-----------------|---------------------|
| 14890             | Coastal Learning Center | 3/28/23           | 6/23/23         | \$343.53            |

3) Approval to award contract extension:

| <b>RFP</b> | <b>Description</b>     | <b>Award</b>               | <b>Term</b>   |
|------------|------------------------|----------------------------|---|
| RFP 22-01  | Mental Health Services | Effective School Solutions | Optional Extension #2<br>July 1, 2023-June 30, 2024 |

Approval of contract with Effective School Solutions for services for the 2023-2024 school year in the amount of \$1,595,490:

- a. Therapeutic mental health services - Tier 3 at High School North, High School South, Thorne, Lincroft and Ocean Avenue
- b. Therapeutic mental health services - Tier 2
- c. Trauma-informed professional development and support services



**C. Facilities** (*Amy Doherty*)

- 1) Recommend approval of resolution to sell a Permanent Construction and Utility Easement for portions of the property at 300 Leonardville Road to the County of Monmouth for the amount of \$2,500 as per *Attachment Facilities-1*

**D. Policy** (*Matthew Kirkpatrick*)

- 1) Abolishment of the following Policy/Regulation Guides as per *Attachment Policy - 1*
  - P 9100 Public Relations
  - R 9140 Citizens Advisory
- 2) First Reading - No action as per *Attachment Policy - 2*
  - P 0144 Board Member Orientation and Training
  - P 2520 Instructional Supplies
  - P 5305 Health Services Personnel
  - P 5308 Student Health Records
  - P 5310 Health Services
  - P 6112 Reimbursement of Federal and Other Grants Expenditures
  - P 6115.04 Federal Funds - Duplication of Benefits
  - P 6311 Contracts for Goods of Services Funded by Federal Grants
  - P 7440 School District Security
- 3) Second Reading - Adoption
  - P 5514 Student Use of Vehicles on School Grounds
- 4) Regulation - Adoption as per *Attachment Policy - 3*
  - R 2520 Instructional Supplies
  - R 5308 Student Health Records
  - R 5310 Health Services
  - R 6115.01 Federal Awards/Funds Internal Controls - Allowabilty of Costs

**E. Curriculum & Instruction** (*Jessica Alfone*)

- 1) Recommend approval of staff to attend conferences, workshops, in-services and seminars, as per *Attachment Curriculum-1 Professional Development*.

**F. Finance** (*Amy Doherty*)

- 1) Recommend approval of bus evacuation drills for the second half of the 2022-2023 school year as per *Attachment Finance-1*.
- 2) Recommend approval for athletic transportation quotations for spring track as follows:

| Bus Company          | School   | Cost     |
|----------------------|----------|----------|
| Mercy Transportation | HS South | \$1,150  |
| Helfrich             | HS North | \$4,810  |
| Helfrich             | HS South | \$5,000  |
| Garas Transportation | HS North | \$15,736 |

**Tuesday, April 25, 2023 – High School North Auditorium**

|                      |          |          |
|----------------------|----------|----------|
| Garas Transportation | HS South | \$21,484 |
| Garas Transportation | Thorne   | \$9,516  |
| Garas Transportation | Thompson | \$2,080  |

- 3) Recommend approval for the following transportation jointures with Middletown as the host district for the 2023-2024 school year:

| Route   | Destination             | Joiner District            | Per Diem Cost |
|---------|-------------------------|----------------------------|---------------|
| SS-1    | Shore Center for Autism | Union Beach                | \$200         |
| RUG-1   | Rugby School            | Hazlet                     | \$175         |
| SFC-2JK | Hawkswood School        | Red Bank Regional          | \$175         |
| SS-1    | Shore Center for Autism | Rumson-Fair Haven Regional | \$200         |
| SFC-3WC | Hawkswood School        | Red Bank Borough           | \$175         |
| SDS-1   | Search Day School       | Red Bank Borough           | \$175         |
| RUG-1   | Rugby School            | Red Bank Borough           | \$175         |

- 4) Recommend approval for the following parental transportation contracts for the 2023-2024 school year:

| Route | Location                              | Per Diem Cost          |
|-------|---------------------------------------|------------------------|
| VM-1  | Princeton Child Development Institute | \$150.37 including ESY |
| JL-1  | Schroth School                        | \$50.00 including ESY  |
| EF-1  | Harbor School                         | \$27.32 including ESY  |

- 5) Award of RFP 23-03 Food Service Management contract for the period July 1, 2023 – June 30, 2024 (with four optional extensions), as per the proposal submitted March 29, 2023:

**WHEREAS**, the Board has concluded that the proposal submitted by Whitsons Nutrition, LLC is the most advantageous to the School District, price and other factors considered;

**NOW, THEREFORE, BE IT RESOLVED** that the Middletown Township Board of Education approve and award a contract for School Food Service Management for the 2023-2024 school year, with an option for four (4) one (1) year extensions thereafter at the Board’s discretion, to Whitsons Nutrition, LLC located at 1800 Motor Parkway, Islandia, NY 11749.

It is the recommendation of the Business Administrator that the Middletown Township Board of Education award the contract to Whitsons Nutrition, LLC (hereinafter referred to as the “FSMC”), subject to the following contractual provisions:

The FSMC shall receive, in addition to the costs of operation, a fee of \$0.2544 per reimbursable meal and meal equivalent to compensate the Food Service Management Company for administrative and management costs. This fee shall be billed monthly as the cost of operation. The District guarantees the payment of such costs and fees to the FSMC. The 2023-2024 Total Cost of the Contract is estimated to be \$2,312,439.97, as found on the Response and Projected Operating Statement (Form 23).

The number of National School Lunch Program, and if applicable, Breakfast Program, At-Risk Afterschool Meals Program and After School Snacks Programs, meals served to children shall be determined by actual count. A “Meal Equivalent” provided by the FSMC is determined by dividing the total of cash receipts, other than from sales of National School Lunch Program, and if applicable, Breakfast Program, At-Risk Afterschool Meals Program and After School Snacks Programs, meals, or Cash Equivalents, by the Equivalency Factor. The Equivalency Factor used to determine the number of Meal Equivalents served by the FSMC shall be the amount of \$4.38.

The per meal management fee of \$0.2544 will be multiplied by total meals.

Whitsons guarantees that the return to the District from the Food Service Program for the school year will be \$100,000. If the annual operating statement shows a return of less than \$100,000, Whitsons will pay the difference between the actual and the guaranteed amount. Financial terms of the Contract are based upon the assumptions as stated in Section II A, Paragraph 8, and Section BBB (Guarantee Conditions and Assumptions) in the Contract. If there is a change in conditions, including, without limitation, changes to the following assumptions, the parties agree to enter negotiations concerning the impact of such changes, and the financial terms of the Contract, including any guarantee, shall be adjusted accordingly.

6) Approval to award the following requests for proposal:

| <b>RFP</b> | <b>Description</b>   | <b>Award</b>  | <b>Term</b>   |
|------------|--|---------------|---|
| RFP 20-02  | Before and After School Programs                             | YMCA          | Optional Extension #4<br>July 1, 2023-June 30, 2024 |
| RFP 22-04  | Staffing Services - Paraprofessionals, Teachers, Secretaries | ESS Northeast | Optional Extension #1<br>July 1, 2023-June 30, 2024 |

- 7) Approval of the routes in Transportation Bid#2023-2024-1T as per *Attachment Finance-2*
- 8) Approval to dispose of the following surplus property no longer needed for public use:
  - HS South Weight Room Dumbbells
- 6) Approval of photography services contract with LORS Photography, Union, NJ for High School photos for the 2023-2024 school year.

**G. Student Activities** (*Matthew Kirkpatrick*)

- 1) Approval of suspension report, as per *Attachment Student Activities-1*.

**H. Negotiations** (*Patrick Rinella*)

- I. **Personnel** (*Patrick Rinella*) – See Personnel Report.

**16. Old Business**

**17. New Business**

**18. Public Comment** - *limited to thirty minutes*

**19. Motion to Adjourn**