

**BOARD OF EDUCATION  
CITY OF LONG BRANCH  
NEW JERSEY**

**MINUTES**

**OCTOBER 18, 2023**

The Regular Meeting of the Long Branch Board of Education was held in the Long Branch Middle School auditorium, 350 Indiana Avenue, Long Branch, New Jersey.

Mrs. Perez called the meeting to order at 6:00 P.M.

**A. ROLL CALL**

Mrs. Perez - President	Mr. Zambrano	Mr. Ferraina
Mrs. Peters - Vice President	Mrs. Youngblood Brown – 6:18 P.M.	Mrs. Dangler
Mr. Grant - absent	Ms. Benosky	Mr. Garlipp

Board Attorney – Lester E. Taylor III, Esq.

**A-1. STATEMENT OF THE MANNER OF NOTIFICATION OF THE MEETING**

Peter E. Genovese III, RSBO, QPA, School Business Administrator/Board Secretary stated adequate notice of the meeting of the Long Branch Board of Education has been provided by a Schedule of Public Meetings published in the Asbury Park Press. Mr. Genovese further stated a Schedule of Public Meetings has been posted in the Board of Education Office and the Office of the City Clerk, Long Branch, New Jersey.

Mr. Genovese made the following announcement: Fire exits are located in the direction indicated. In case of fire, you will be signaled by bell and/or public address system. If so alerted to fire, please move in a calm and orderly fashion to the nearest smoke-free exit.

**A-2. OBJECTIONS, IF ANY, TO THE VALIDITY OF THE MEETING**

Mr. Genovese stated that the objecting member must give supporting reasons.

**B. FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

Mrs. Perez, Board President, saluted the flag and led the Pledge of Allegiance.

**C-1. STATEMENT TO THE PUBLIC**

Mrs. Perez made the following announcement: Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases by unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, it is then referred to the appropriate Board committee. The members of the Board committee work with the administration and Superintendent to assure that the members fully understand the matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then is it placed on the agenda for action at a public meeting. All agenda attachments are available for public review. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

C-1. **STATEMENT TO THE PUBLIC (continued)**

Time may be allocated for public comment at this meeting. Each speaker may be allotted up to five (5) minutes and one (1) opportunity to address the Board when recognized by the presiding officer. Individuals wishing to address the Board shall be recognized by the presiding officer and shall give their names, addresses and the group, if any, that they represent. Although the Board encourages public participation, it reserves the right, through its presiding officer, to terminate remarks to and/or by any individual not in keeping with the conduct of a proper and efficient meeting. With the exception of those individuals whose names are on the agenda this evening, the Board will not respond to questions during the public participation portion of this meeting involving the employment, appointment, termination of employment, negotiations, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific, prospective or current employee.

C-2. **OPPORTUNITY TO ADDRESS THE BOARD RELATING TO AGENDA ITEMS**

No one addressed the Board.

Motion was made by Mrs. Peters, seconded by Mr. Garlipp and carried by roll call vote that the Board approve the following item (D).

Ayes (7), Ayes (0), Absent (2) Mr. Grant and Mrs. Youngblood Brown

D. **APPROVAL OF MINUTES - The Superintendent of Schools recommends the following:**

That the Board approve the following minutes:

- Agenda Meeting minutes of September 26, 2023
- Executive Session Meeting minutes of September 26, 2023
- Regular Meeting minutes of September 27, 2023

E. **SECRETARY'S REPORT - The Superintendent of Schools recommends the following:**

Motion was made by Mrs. Dangler, seconded by Mr. Garlipp and carried by roll call vote that the Board approve the following item (E1).

Ayes (5), Nays (0), Abstain (2) Mrs. Peters and Mrs. Dangler, Absent (2) Mr. Grant and Mrs. Youngblood Brown

1. **BILLS AND CLAIMS - SEPTEMBER 1 - 30, 2023 AND OCTOBER 1 - 18, 2023 FOR CITY OF LONG BRANCH AND THE LATINO AMERICAN ASSOCIATION**

That the Board approve the bills and claims for September 1 - 30, 2023 and October 1 - 18, 2023 for the City of Long Branch and the Latino American Association (which will be labeled **APPENDIX E-1** and made part of the permanent minutes upon Board approval).

Motion was made by Mrs. Dangler, seconded by Mr. Garlipp and carried by roll call vote that the Board approve the following items (E2 – E4).

Ayes (7), Nays (0), Absent (2) Mr. Grant and Mrs. Youngblood Brown

2. **BILLS AND CLAIMS - SEPTEMBER 1 - 30, 2023 AND OCTOBER 1 - 18, 2023 EXCLUDING CITY OF LONG BRANCH AND THE LATINO AMERICAN ASSOCIATION**

That the Board approve the bills and claims for September 1 - 30, 2023 and October 1 - 18, 2023 excluding City of Long Branch and the Latino American Association (which will be labeled **APPENDIX E-1** and made part of the permanent minutes upon Board approval).



- E. **SECRETARY'S REPORT - The Superintendent of Schools recommends the following (continued):**
3. **RECONCILIATION MONTHLY OPERATING REPORT – SODEXO – AUGUST 31, 2023**  
That the Board approve the monthly operating report for the Sodexo Corporation, Food Service Management Company for the Long Branch School District for August 31, 2023 (which will be labeled **APPENDIX E-2** and made part of the permanent minutes upon Board approval).
4. **ATHLETIC FUND & ELEMENTARY SCHOOLS, MIDDLE SCHOOL & HIGH SCHOOL STUDENT FUNDS AS OF AUGUST 31, 2023**  
That the Board approve the monthly reports for the Athletic Fund, Elementary Schools, Middle School and High School Student Funds as of August 31, 2023 (which will be labeled **APPENDIX E-3** and made part of the permanent minutes upon Board approval).

**LONG BRANCH PUBLIC SCHOOLS**

Long Branch, New Jersey

**STUDENT REGISTRATION**

(as of September 30, 2023)

	AAA	GLC	GRE	MA	JMFECLC	LWC	TOTAL ELEM	MS	HS	TOTAL
PreK				165	171	179	515			515
Kdg		4	1	120	82	116	323			323
1st	102	118	98				318			318
2nd	109	128	120				357			357
3rd	102	136	111				349			349
4th	90	142	116				348			348
5th	104	142	107				353			353
6th							0	338		338
7th							0	366		366
8th							0	350		350
9th							0		348	348
10th							0		321	321
11th							0		382	382
12th							0		363	363
MCI	16						16	3	13	32
CI							0		1	1
BD							0	4	12	16
LD			2				2	44	56	102
SLD							0	3	2	5
SC-LLD	48		18				66			66
AUT	23		29				52	10	19	81
Auditory Impairments			2				2			2
PD						28				28
OOD	9		6		1	4	20	9	23	52
<b>TOTAL</b>	<b>603</b>	<b>670</b>	<b>610</b>	<b>285</b>	<b>254</b>	<b>327</b>	<b>2749</b>	<b>1127</b>	<b>1540</b>	<b>5416</b>

**September 30, 2022**

School	AAA	GLC	GRE	MA	JMFECLC	LWC	Total Elem	MS	HS	Total
<b>Totals</b>	<b>598</b>	<b>713</b>	<b>578</b>	<b>303</b>	<b>274</b>	<b>296</b>	<b>2762</b>	<b>1125</b>	<b>1575</b>	<b>5462</b>



F. **SUPERINTENDENT'S REPORT**

1. **STUDENTS OF THE MONTH**

The following students have been selected as "Students of the Month";

**SCHOOL**

Amerigo A. Anastasia School  
Audrey W. Clark School  
George L. Catrambone School  
Gregory School  
High School  
Historic High School  
Joseph M. Ferraina ECLC  
Lenna W. Conrow School  
Middle School  
Morris Avenue School

**OCTOBER**

Bryce Braggs-Smith  
Jaden McGarry  
Nathanael Paulp Dos Santos  
Kevin Adrian Santos  
Kawan Keven Ferreira Dos Santos  
Lizbeth Pena-Garcia  
Catharina Dutra Moreira  
Karson Alexander Chunn  
Arianny Mendez Flores  
Isabella Ponce Jimenez

2. **DISTRICT EMPLOYEES OF THE MONTH**

The following staff have been selected as "District Employees of the Month" **OCTOBER**

a. **EDUCATOR OF THE MONTH**

Christina Medlin, Teacher, Long Branch Middle School

b. **SUPPORT STAFF OF THE MONTH**

Matty Roman, Secretary, Audrey W. Clark School

3. **SCHOOL PRESENTATION**

The Long Branch Middle School is committed to instilling leadership skills in every aspect of our student's daily lives, whether within the classroom or on the playing field. Aligned with the 2023-24 school year theme, "Enter a Learner, Exit a Leader," our dedicated team of teachers, coaches, and administrators are diligently equipping students to navigate diverse situations and encouraging them to confidently embrace leadership roles.

Our established programs, including the National Junior Honor Society, LBMS Athletics, LB Student Ambassadors, and the LBMS Debate team, empower students to assume leadership positions, fostering self-assurance along the way. Furthermore, the introduction of innovative initiatives such as "GreenWave Buddies," a program where student-athletes mentor special education students participating in the Special Olympics, propels our students towards the ultimate goal of emerging as leaders.

These programs collectively nurture our students, enabling them to uncover their individual strengths and talents while continuously challenging them to evolve as leaders on a daily basis. Ultimately, these experiences and initiatives will pave the way for their success in academics, the pursuit of fulfilling careers, and the development of social confidence for life's myriad situations.

G. **GENERAL ITEMS - The Superintendent of Schools recommends the following:**

**Comments from the Athletics Committee Chair - APPENDIX G-1**

Mrs. Perez briefed the Board regarding discussions held by members of the Athletics Committee. Those items are contained in the agenda under **APPENDIX G-1**.

Motion was made by Mr. Garlipp, seconded by Mrs. Peters and carried by roll call vote that the Board approve the following items (G1 – G6).

Ayes (7), Nays (0), Absent (2) Mr. Grant and Mrs. Youngblood Brown

1. **APPROVAL TO GO OUT FOR A LEGAL SERVICES RFP**

That the Board approve the School Business Administrator to go out for a Request for Proposal (RFP) for legal services.

2. **APPROVAL OF COOPERATIVE PURCHASE**

That the Board approve/ratify the cooperative purchase that exceeds the bid threshold as listed on **APPENDIX G-2**.

3. **APPROVAL TO SUBMIT THE FORM M-1 AND COMPREHENSIVE MAINTENANCE PLAN REPORT TO THE COUNTY OFFICE**

That the Board approve/ratify the submission of the Long Branch school district Form M-1 and "Comprehensive Maintenance Plan Report" to the New Jersey Department of Education, Monmouth County office - **APPENDIX G-3**.

4. **APPROVAL OF SPARTAN CONSTRUCTION CHANGE ORDER PCO #05 - EXTERIOR RENOVATIONS AT 540 BROADWAY**

That the Board approve the Spartan Construction change order POC-#05 for exterior renovations at 540 Broadway in the amount of \$35,511.52 as listed below:

- Remove all sheetrock boards (heads and/or sills) that do not have any stud framing
- Install new stud framing for new sheetrock to be attached to
- Install new sheetrock and spackle
- Prepare all surfaces for paint
- Apply primer and finish coat of paint
- Paint colors to be provided by the owner
- Provide aerial lift and spray clear water repellant to front end of building on the east side

5. **APPROVAL OF SPARTAN CONSTRUCTION CHANGE ORDER PCO #06 - EXTERIOR RENOVATIONS AT 540 BROADWAY**

That the Board approve the Spartan Construction change order POC-#06 for exterior renovations at 540 Broadway in the amount of \$17,250.00 as listed below:

- Remove additional concrete sidewalk to access existing 4" drainage pipe that feeds two (2) downspouts
- Provide new 4" drainage pipe and reroute to area outside of concrete sidewalk
- New 4" drainage pipe shall meet with an additional two (2) existing downspouts outside of playground area and then drainage pipe size to increase to 6" to handle the water flow
- Parking lot asphalt to be cut and removed to install and connect new 6" drainage pipe to existing inlet
- New concrete and asphalt to be installed at all disturbed areas



G. **GENERAL ITEMS - The Superintendent of Schools recommends the following (continued):**

6. **APPROVAL TO ACCEPT FY2023 IMPACT AID GRANT ADDITIONAL FUNDING**

That the Board approve the acceptance of the FY2023 Impact Aid Grant additional funding in the amount of \$4,603.00.

That the Board authorize **Alisa Aquino, Director of Grants & Innovative Programs**, or her designee, to serve as the district's contact person for the above actions.

And that **Francisco E. Rodriguez, Superintendent of Schools**, be designated the Board's representative to implement the above actions.

Mrs. Youngblood Brown arrived to the meeting at 6:18 P.M.

H. **PERSONNEL ACTION - The Superintendent of Schools recommends the following:**

**Comments from the Governance Committee Chair - APPENDIX H-1** - Mr. Ferraina

Motion was made by Mrs. Dangler, seconded by Mr. Garlipp and carried by roll call vote that the Board approve the following items (H1 – H7).

Ayes (7), Nays (1) Mr. Ferraina, Absent (1) Mr. Grant

1. **REINSTATEMENT OF EMPLOYEE SUSPENDED WITH PAY - RESOLUTION**

That the Board reinstate suspended employee #4761 effective October 20, 2023 - **APPENDIX H-2.**

2. **POLICIES AND REGULATIONS - FINAL READING - ALERT 231**

The new Policies and revised Policies and Regulations as listed on the attachment are being presented to the full Board for a final reading. - **APPENDIX H-3.**

3. **RESCIND - CONTRACTUAL POSITION**

That the Board rescind the contractual position for the following:

**GENISE HUGHES**, 1 Year Replacement Teacher, effective September 28, 2023.

4. **RETIREMENT - CONTRACTUAL POSITION**

That the Board accept the retirement of the following individual:

**DAWN CIARAMELLA**, High School Teacher, effective January 1, 2024. Ms. Ciaramella has a total of 30 years of service.

5. **RESIGNATION - CONTRACTUAL POSITIONS**

That the Board accept the resignation of the following individuals:

**JA'KEIA GOFF**, Instructional Assistant, effective September 1, 2023.

**RAUL RIVERA**, Student Facilitator, effective December 1, 2023.

H. **PERSONNEL ACTION - The Superintendent of Schools recommends the following (continued):**

6. **RESIGNATION - STIPEND POSITIONS**

That the Board accept the resignation of the following individual:

**JACOB GEORGE**, Middle School Asst. Boys Wrestling Coach, Winter Season.

7. **EMPLOYEE TRANSFERS - 2023-2024 SCHOOL YEAR**

That the Board approve the transfer of the following individuals for the 2023-2024 school year:

**KIMBERLY DEANGELO**, Morris Avenue Early Childhood Learning Center Teacher to Joseph M. Ferraina Early Childhood Learning Center Teacher.

**BLAIR KISS**, from Audrey W. Clark School Teacher to Amerigo A. Anastasia School Teacher.

Motion was made by Mr. Garlipp, seconded by Mrs. Youngblood Brown and carried by roll call vote that the Board approve the following items (H8 – H11).

Ayes (8), Nays (0), Absent (1) Mr. Grant

8. **APPOINTMENT OF CERTIFIED STAFF**

That the Board approve/ratify the appointment of the following named individuals who constitutes a careful selection and screening of applicants and is hereby recommended for an employment contract contingent upon the successful completion of their degree program, New Jersey Department of Education certification requirements, and all other state and federal guidelines included but not limited to: a criminal history clearance and successful clearance of S-141/A-3381 (P.L.2018, c.5) This initial appointment may change as district needs develop:

**JOSEPH AMOROSI**

Board Certified Behavior Analyst (BCBA)  
Pupil Personnel Services  
MA, Step 10  
\$69,541

Certification: Elementary School Teacher in Grades K - 5, Teacher of Students with Disabilities

Education: Kean University

Replaces: Alyssa Milazzo (Resignation)

(Acct. # 11-000-219-104-000-11-00) (UPC: 1103-11-BEHSP-TEACHR)

Effective: Pending Pre-Employment Requirements\*

**ALYSSA SCHROECK**

Math Teacher  
High School  
BA, Step 1  
\$57,491

Certification: Teacher of Mathematics

Education: The College of New Jersey

Replaces: Alissa Gallo (Resignation)

(Acct. # 15-140-100-101-000-01-00) (UPC: 0080-01-MATHC-TEACHR)

Effective: Pending Pre-Employment Requirements\*



H. **PERSONNEL ACTION - The Superintendent of Schools recommends the following (continued):**

8. **APPOINTMENT OF CERTIFIED STAFF (continued)**

**LOUIS TEMPESTA**

Special Education Teacher  
Amerigo A. Anastasia School  
BA, Step 7  
\$62,541

Certification: Elementary School Teacher, Teacher of Preschool through Grade 3, Teacher of Students with Disabilities

Education: Caldwell University

Replaces: Christine Bollwage (Resignation)

(Acct. # 15-214-100-101-000-03-00) (UPC: 1576-03-SEAUT-TEACHR)

Effective: Pending Pre-Employment Requirements\*

9. **APPOINTMENT OF INSTRUCTIONAL ASSISTANTS**

That the Board approve the following named individuals as Instructional Assistants:

**NISHA KHANNA**, High School, Step 1 at \$26,754 + \$250 Stipend for BA, effective: pending Pre-Requirements\*. Replaces: Christine Checki (Resignation)  
(Acct. # 15-213-100-106-000-01-00) (UPC: 1138-01-SEMRI-PARAPF)

**NINOSHKA ORTIZ RIVAS**, Middle School, Step 1 at \$26,754, effective: pending Pre-Requirements\*. Replaces: Diamond Vega (Reassignment)  
(Acct. # 15-240-100-106-000-02-60) (UPC: 0991-02-BILNG-PARAPF)

10. **APPOINTMENT OF 12 MONTH SECRETARY**

That the Board approve the following named individual as 12 Month Secretary:

**JOANA CORTICEIRO**, Pupil Personnel Services, Step 1 at \$53,763, effective: pending Pre-Requirements\*. Replaces: Filipa Lopes (Resignation)  
(Acct. # 11-000-221-105-000-12-00) (UPC: 0921-12-BILNG-SEC123)

11. **ANNUAL STIPEND POSITIONS - 2023-2024 SCHOOL YEAR**

That the Board approve/ratify the following annual district stipend positions listed below:

**DISTRICT**

**Educational Technology Teaching Specialist**

\$8,500

Lois Alston

**Adult ESL Evening Class Teacher**

\$26.00/hr.

George Alonzo, Jessica Rodriguez

**Adult ESL Evening Class Parent Assistant**

\$15.00/hr.

Griselda Meneses

**After School Academic Programs (ASAP) Sub Teachers (STEAM)**

\$28.00/hr.

Burak Ates, Olivia Callano, Danisha Clayton, Rebecca DeJesus, Katherine Gooch Alcott, Ryan Krywinski, Lucy Lemaszewski, Francine Marucci, Janna Montague, Kathleen Powers, Tyra Priester, Kelly Stone, Erika Tornquist

H. **PERSONNEL ACTION - The Superintendent of Schools recommends the following (continued):**

11. **ANNUAL STIPEND POSITIONS - 2023-2024 SCHOOL YEAR (continued)**

**DISTRICT (continued)**

**After School Academic Programs (ASAP) Teachers (STEAM)** \$28.00/hr.  
Ashley Stewart

**Building Security** \$20.00/hr.  
Diamond Vega

**Halloween Night Security** \$20.00/hr.  
Latrell Bennett, Rosa Melo

**Curriculum Writers (50 hours per writer)** \$25.13/hr.  
AP Government and Politics Amanda McEwan

**Bus Aides** \$14.13/hr.  
(MA): Tracey Cistaro, Mary Kurdyla, Victoria McCormick  
(AAA): Melinda D'Amelio  
(GRE): Alexa Booth, Olivia Callano, Jennifer Farrell, Suzanne Fitzsimmons, Ana Frazao, Nicole Howell, Suraya Kornegay, Lucy Lemaszewski, Romina Lujan, Sandra Oliveira, Jamil Pitts, Kathleen Powers, Brittney Ramsey, Brian Roberts, Erika Tornquist  
(JMF): Shavany Gonzalez, Beatriz Pacheco, Ana Rugo  
(AWC): Mirella Gonzalez

**HIGH SCHOOL**

**Academic Lab Instructors - Homework Club** \$27.00/hr.  
Roger Derrick, Michael Green

**MIDDLE SCHOOL**

**Zero Period** \$27.00/hr.  
Bridget McCormick

**ECLC/ELEMENTARY SCHOOL**

**ESEA School Improvement Leader, K** \$2,700  
(LWC): Jennifer Gervase

**Before/After School Advisor/Tutor** \$27.00/hr.  
(AAA): Cheryl Martin

**Lunchroom Monitor** \$23.00/session  
(GRE): Kechla Rodriguez

**Breakfast Monitor** \$15.00/session  
(LWC): Ciara Hart-Maldonado, Mariana Moreno, Ariel Ostrowsky



H. **PERSONNEL ACTION - The Superintendent of Schools recommends the following (continued):**

Motion was made by Mrs. Youngblood Brown, seconded by Mrs. Perez and carried by roll call vote that the Board approve the following item (H12).

Ayes (7), Nays (0), Abstain (1) Mrs. Peters, Absent (1) Mr. Grant

12. **ANNUAL STIPEND POSITION - 2023-2024 SCHOOL YEAR**

That the Board approve/ratify the following annual district stipend position listed below:

**DISTRICT**

**Equipment Operators/Snow Removal**

\$25.00/hr.

Eric Peters

Motion was made by Mr. Garlipp, seconded by Mrs. Youngblood Brown and carried by roll call vote that the Board approve the following items (H13 – H21).

Ayes (8), Nays (0), Absent (1) Mr. Grant

13. **BILINGUAL INSTRUCTIONAL ASSISTANT STIPEND - 2023-2024 SCHOOL YEAR**

That the Board approve/ratify the bilingual instruction assistant stipend as listed:

Tarik Simpson

\$550.00

14. **COACHING/ATHLETIC STIPEND POSITION**

That the Board approve/ratify the following coaching/athletic stipend appointment:

**Event Worker (All Year) - paid per Athletic Event Fee Schedule**

Latrell Bennett, Miguel Ocasio

15. **COACHING/ATHLETIC STIPEND POSITIONS - FALL 2023**

That the Board approve/ratify the following coaching/athletic stipend positions for Fall-2023

**HIGH SCHOOL**

**CATEGORY 1**

**STEP**

**Asst. Varsity Football Coach**

Tye Coleman

1

\$5,000

**CATEGORY 3**

**P.M. Weight Room Supervisor**

Shawn Brown, Ruby Nazon

\$1,400

16. **COACHING/ATHLETIC STIPEND POSITIONS - WINTER 2023**

**HIGH SCHOOL**

**Coaching ParaProfessional Aide - \$16/hr. - Not to exceed \$4,300**

Dawasia Jones

**CATEGORY 1**

**Varsity Wrestling Volunteer Coach**

Nicholas Visicaro

H. **PERSONNEL ACTION - The Superintendent of Schools recommends the following (continued):**

16. **COACHING/ATHLETIC STIPEND POSITIONS - WINTER 2023 (continued)**

**CATEGORY 2**

**STEP**

**Asst. Varsity Girls Indoor Track Coach**

Suraya Kornegay

4

\$5,000

**Asst. Varsity Boys Indoor Track Coach**

Graham Huggins-Filozof

4

\$5,000

**Asst. Varsity Boys/Girls Swimming Coach**

Andrew Critelli, Timothy Farrell, Noami Greca

4

\$5,500

**CATEGORY 3**

**P.M. Weight Room Supervisor**

Shawn Brown, Ruby Nazon

\$1,400

17. **APPOINTMENT OF SUBSTITUTES FOR THE 2023-2024 SCHOOL YEAR**

That the Board approve/ratify the following substitutes for the 2023-2024 school year:

\*Pending Fingerprints

**SUBSTITUTE TEACHERS**

William Bachman\* Charles Booth, Miguel Ocasio

**SUBSTITUTE CUSTODIAN**

Brett Brabham\* Eda Pineda Guzman\* James Maloney\*, Jeronimo Martinez-Munguiam, Gregory Martinez\*

18. **ATTENDANCE AT CONFERENCES/MEETINGS**

That the Board approve the attendance of the staff members at the conferences listed -  
**APPENDIX H-4.**

19. **FAMILY/MEDICAL LEAVE OF ABSENCE**

That the Board approve/ratify the family/medical leaves of absence as listed on **APPENDIX H-5.**

20. **TEACHER/MENTOR PROGRAM - CHANGES EFFECTIVE NOVEMBER 1, 2023**

That the Board approve the following individual change to assume the position of Mentor provided by the Board of Education at a rate of \$550 annually for 1 year.

**LOCATION:**

High School

**TEACHER:**

Adam Reagan

**MENTOR:**

Amanda Rao

21. **TEACHER/MENTOR PROGRAM**

That the Board approved the following individual to assume the position of Mentor provided by the Board of Education at a rate of \$550 annually for a 1 year term:

**LOCATION:**

High School

**TEACHER:**

Matthew Appleyard

**MENTOR:**

Connor Keating



I. **STUDENT ACTION - The Superintendent of Schools recommends the following:**

Motion was made by Mrs. Peters, seconded by Mr. Garlipp and carried by roll call vote that the Board approve the following items (I1 – I6).

Ayes (8), Nays (0), Absent (1) Mr. Grant

1. **APPROVAL OF MONTHLY HIB REPORT P.L. 2010. C. 122 (A-3466)**

That the Board approve the monthly report as required by statute - **APPENDIX I-1.**

2. **APPROVAL OF THE NEW JERSEY DEPARTMENT OF EDUCATION SELF ASSESSMENT FOR DETERMINING HIB**

That the Board approve/ratify the New Jersey Department of Education 2022 - 2023 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act (HIB Grade Reports) for July 1, 2022 through June 30, 2023 - **APPENDIX I-2.**

3. **FIELD TRIP APPROVALS**

That the Board approve the Field Trips indicated (which will be labeled **APPENDIX I-3** and made part of the permanent minutes upon Board approval).

4. **PLACEMENT/TERMINATION OF STUDENTS ON HOME INSTRUCTION - 2023 - 2024 SCHOOL YEAR**

That the Board approve/ratify the placement/termination of home instruction for the 2023 - 2024 school year for the students listed on **APPENDIX I-4.**

5. **RECOMMENDATION FOR ATYPICAL OUT OF DISTRICT STUDENTS FOR PLACEMENT AND TRANSPORTATION FOR THE 2023 - 2024 SCHOOL YEAR**

That the Board approve the following atypical out of district students for placement and transportation for the 2023 - 2024 school year:

**CPC HIGH POINT**

Morganville, N.J.

Tuition: \$107,830.00

Transportation:

Effective Dates: 9/6/23 - 6/17/24

ID#: 20291991, classified as Eligible for Special Education & related services

**HAWKSWOOD SCHOOL**

Eatontown, N.J.

Tuition: \$128,551.50

Transportation:

Effective Dates: 9/22/23 - 6/11/24

ID#: 100800004, classified as Eligible for Special Education & related services

**COASTAL**

Howell, N.J.

Tuition: \$99,491.00

Transportation:

Effective Dates: 9/26/23 - 6/17/24

ID#: 20257993, classified as Eligible for Special Education & related services

**SHORE CENTER**

Tinton Falls, N.J.

Tuition: \$98,000.00

Transportation:

Effective Dates: 9/6/23 - 6/12/24

ID#: 20280812, classified as Eligible for Special Education & related services

I. **STUDENT ACTION - The Superintendent of Schools recommends the following (continued):**

5. **RECOMMENDATION FOR ATYPICAL OUT OF DISTRICT STUDENTS FOR PLACEMENT AND TRANSPORTATION FOR THE 2023 - 2024 SCHOOL YEAR (continued)**

**COMMISSION FOR THE BLIND**

ID#: 20326552

\$2,200.00

**NJ VIRTUAL SCHOOL(MOESC)**

Tinton Falls, N.J.

Tuition: \$3,900.00

ID#: 100850329

6. **CORRECTIONS/REVISION TO MINUTES**

That the Board approve the following corrections/revisions to minutes:

September 27, 2023

**APPOINTMENT OF INSTRUCTIONAL ASSISTANTS**

Dane Stewart, Step 1 at \$26,754. This should have read Step 1 at \$26,754 + \$250 Stipend for BA.

Christina Wells, (UPC: 0773-08-PRESC-PARAPF). This should have read (UPC: 0893-12-LTWAV-PARAPF)

**ANNUAL DISTRICT SCHOOL STIPENDS - 2023-2024 SCHOOL YEAR**

Ralph DeFillipo; Halloween Night Security. This should have read Mischief Night Security.

**ANNUAL ELEMENTARY SCHOOL STIPENDS - 2023-2024 SCHOOL YEAR**

Victoria McCormick; Breakfast Monitor; Gregory School. This should have read Morris Avenue School Breakfast Monitor.

**APPROVAL OF SUBSTITUTE RATES FOR THE 2023-2024 SCHOOL YEAR**

That the Board approve the substitute rates for the 2023-2024 school year listed on Appendix H-4. This should have read effective October 1, 2023. The custodian sub rate listed as \$25.00/hr should have read \$21.00/hr.

**FAMILY MEDICAL LEAVE OF ABSENCE**

EMP ID 8432, should have read using paid days from November 1, 2023 to December 21, 2023 and using unpaid days from January 1, 2024 to March 26, 2024, tentative return to work March 27, 2024.

**FAMILY MEDICAL LEAVE OF ABSENCE USING PAID DAYS**

EMP ID 8659, should have read using paid days from September 22 and 29, October 6, 13, 20, and 27, November 3 and 17, and December 1 2023.

August 30, 2023

**PURCHASE ORDERS REQUIRING BOARD APPROVAL**

National Auto Fleet Group; Athletic Department vehicle; Sourcewell - Contract #091521-NAF; \$45,922.16. This should have read \$46,270.



6. **CORRECTIONS/REVISION TO MINUTES (continued)**

August 30, 2023 (continued)

**APPROVAL TO CHARGE SALARIES TO FEDERAL GRANT FOR FY2024**

That the Board approve/ratify the following individual and their respective allocation of federal salaries to be charged to the federal IDEA grant for FY2024 as listed - Emily Magrini; IDEA Preschool; \$53,063. The salary should have read \$32,355.

**FAMILY/MEDICAL LEAVE OF ABSENCE USING UNPAID DAYS**

EMP ID 5151, should have read using unpaid days from October 2, 2023 to December 5, 2023.

J. **Comments from the Finance Committee Chair (APPENDIX J-1) - Mrs. Youngblood Brown**

K. **OPPORTUNITY TO ADDRESS THE BOARD ON NON-AGENDA ITEMS**

Elizabeth Gannon

George L. Catrambone School teacher

Ms. Gannon stated that the students from the George L. Catrambone School had a great trip last week to Atlantic Farms. She also stated that she is very proud of the Green Team which has achieved Silver Status with Sustainable New Jersey. The staff and students involved are learning habits for a lifetime.

Katie Wachter

George L. Catrambone School librarian

Mrs. Wachter stated that the Debate Team has received over 20 awards last year both in team competition and individual competition. She also stated that there will be 2 Book Fairs this year, one in the fall and the second in the spring.

L. **ADJOURNMENT – 6:31 P.M.**

There being no further discussion, motion was made by Mr. Garlipp, seconded by Mrs. Youngblood Brown and carried by roll call vote that the Board adjourn the meeting at 6:31 P.M. Ayes (8), Nays (0), Absent (1) Mr. Grant

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Peter E. Genovese III, RSBO, QPA  
School Business Administrator/Board Secretary



# MINUTES

## ATHLETICS COMMITTEE MEETING

Wednesday, October 4, 2023- 5:00pm  
 3rd Floor Conference Room, 540 Broadway  
<https://us06web.zoom.us/j/85334509100>  
 Meeting ID: 853 3450 9100

### COMMITTEE MEMBERS:

Luci Perez: Chair  
 Violeta Peters  
 Tasha Youngblood Brown  
 Theresa Dangler

### ADMINISTRATORS:

Francisco E. Rodriguez  
 Frank W. Riley  
 Jason M. Corley, CMAA

1. 2023 Spring Seasonal Report
2. Shore Conference
  1. Base Alignment
    - Long Branch "A" North Division
      - Howell
      - Freehold Township
      - Marlboro
      - CBA
      - Colts Neck
      - Red Bank Regional
    - 2024 - 2025 & 2025 - 2026 Scheduling Cycle
3. NJSIAA
  1. Baseball Pitch Count Rule
    - The old rule was 150 pitches and you can't finish the batter
    - Adjustment - you can finish the batter for the 150th pitch
  2. Mental Health Awareness Issue
    - There will be a new course for coaches to take
    - This is a one time only course
    - There will be a two year phase in, but rolling it out this year
    - It will be available for the Winter Season Coaches
    - 15-20 minute video, but not an NFHS course like the others
    - It will be housed on the NJSIAA website
    - It will be a free course
  3. Infectious Disease Policy
    - There is a new updated document on the NJSIAA website



4. NJSIAA statement about sportsmanship
  - "Unsportsmanlike conduct shall include, but is not limited to the following:
    - Any school or athletic staff member who is publicly critical of a game official, opponents and/or opposing coaches/players."
5. NIL update - Collectives
  - (No school or anyone) employed by a member school, including coaches and administrators, may be involved with a student athlete's use of their NIL.
  - No one associated with or acting at the direction of a member school, such as booster clubs, alumni, or collectives, may use the promise of NIL opportunities to entice student-athletes to transfer to or attend their school.
  - More Non - Public schools
6. NJSIAA Newsletter - August 2023
4. Green & White Association (Championship Banners)
  1. Championship Banners
    - Consolidate on one banner
    - School Divisional banners
    - Group Championship banners
    - Individual athlete Championship banners: ex: Track/Bowling/Swimming
    - Old banners to be hung at Historic High School
      - Alumni tours
      - Keep tradition in the building

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## **ATHLETICS COMMITTEE GOALS**

The committee members will actively participate in professional dialog pertaining to the budget development of the athletic department, as well as processes to determine athletic eligibility/ ineligibility for student-athletes.

The committee members will seek professional learning experiences pertaining to the following: NJSIAA and NCAA regulations for high school student athletes; educational code; NJ statute; federal guidelines; and policy revisions pertaining to athletics.

PURCHASE ORDER REQUIRING BOARD APPROVAL

Garden State Sealing, Inc.	High School - Drainage Services Middle School - Concrete Services	\$94,990.00	
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**Annual Maintenance  
Budget Amount Worksheet  
Per N.J.A.C. 6A:26A**

\$	143.00
----	--------

Ann C Degnan

(732) 571-2868 ext. 40710

adegnan@longbranch.k12.nj.us

\$	7,401,428
----	-----------

\$	2,700,000
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Date 10/18/2023

Peter E. Genovese III

District Name		Detailed Actual Expenditures by Year by Building Worksheet													2770
Long Branch															
A	B	C													P
			Actual Expenditure	Actual Expenditure	Actual Expenditure	Actual Expenditure	Actual Expenditure	Actual Expenditure	Actual Expenditure	Actual Expenditure	Actual Expenditure	Actual Expenditure	Actual Expenditure	Anticipated Budget	
A. School Facility Name	School Number	Gross Building Area (GSF)	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total	
Historic High School (1925)		166,050	\$ 78		\$ 2,774	\$ 24,812	\$ 18,185	\$ 20,371	\$ 76,485	\$ 45,013	\$ 66,853	\$ 31,005	\$ 45,000	\$ 330,575	
Morris Avenue	080	41,760	\$ 27,122	\$ 14,265	\$ 16,783	\$ 14,208	\$ 15,024	\$ 34,793	\$ 46,166	\$ 19,299	\$ 41,349	\$ 74,554	\$ 60,000	\$ 363,564	
J.M.F. Early Childhood Learning Center	085	42,478	\$ 33,571	\$ 36,286	\$ 29,588	\$ 25,864	\$ 27,242	\$ 15,844	\$ 21,705	\$ 116,166	\$ 108,079	\$ 22,678	\$ 30,000	\$ 467,022	
Elberon		52,560										\$ -	\$ -	\$ -	
Audrey W. Clark	090	41,600	\$ 30,234	\$ 17,684	\$ 20,981	\$ 12,838	\$ 16,977	\$ 34,137	\$ 42,759	\$ 20,847	\$ 40,784	\$ 14,983	\$ 17,000	\$ 269,225	
Lenna W. Conrow	120	44,460	\$ 17,656	\$ 11,811	\$ 20,190	\$ 23,634	\$ 21,081	\$ 140,844	\$ 42,274	\$ 15,066	\$ 33,487	\$ 24,604	\$ 25,000	\$ 375,645	
West End	150	26,280	\$ 15,305	\$ 7,009	\$ 5,727	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,040	
540 Broadway	000	8,500	\$ 40,381	\$ 60,574	\$ 31,759	\$ 32,360	\$ 39,294	\$ 95,681	\$ 63,227	\$ 59,462	\$ 189,628	\$ 49,500	\$ 25,000	\$ 686,867	
Maintenance Shop		3,200	\$ 4,149	\$ 23,969	\$ 8,713	\$ 5,090	\$ 13,922	\$ 7,637	\$ 9,911	\$ 7,340	\$ 13,170	\$ 6,860	\$ 7,000	\$ 107,762	
422 Westwood Avenue		2,050	\$ 185	\$ 1,042	\$ 4,803	\$ 4,450	\$ 19,604	\$ 4,680	\$ 3,394	\$ 4,446	\$ 13,955	\$ 5,089	\$ 5,000	\$ 66,647	
Alternative School		28,860	\$ 584		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 584	
A.A. Anastasia	065	94,000	\$ 68,055	\$ 44,330	\$ 38,947	\$ 27,871	\$ 42,333	\$ 33,954	\$ 29,532	\$ 56,907	\$ 90,713	\$ 44,047	\$ 65,000	\$ 541,689	
New High School (2007)	050	290,000	\$ 93,229	\$ 68,151	\$ 77,994	\$ 92,689	\$ 112,207	\$ 169,188	\$ 132,710	\$ 115,007	\$ 87,055	\$ 53,583	\$ 80,000	\$ 1,081,814	
Middle School (2005)	060	246,000	\$ 66,369	\$ 58,175	\$ 62,601	\$ 51,823	\$ 97,545	\$ 103,244	\$ 81,942	\$ 75,363	\$ 167,608	\$ 109,286	\$ 85,000	\$ 958,955	
Gregory School (2007)	110	94,000	\$ 46,664	\$ 54,026	\$ 28,082	\$ 33,607	\$ 42,520	\$ 35,818	\$ 29,308	\$ 55,010	\$ 126,964	\$ 43,232	\$ 65,000	\$ 560,230	
127 Myrtle Avenue		3,158	\$ 2,248	\$ 5,403	\$ 2,379	\$ 1,038	\$ 7,610	\$ 3,141	\$ 4,161	\$ 4,323	\$ 7,812	\$ 4,685	\$ 6,000	\$ 48,799	
Holy Trinity (Rented Space for Morris Ave Preschool)			\$ 3,851	\$ 1,792	\$ 2,251	\$ 701	\$ 4,847	\$ 1,134	\$ 4,178	\$ 7,349	\$ 2,982	\$ 4,525	\$ 5,000	\$ 38,612	
George L. Catrambone Elementary	300	109,000		\$ 27,957	\$ 24,054	\$ 22,246	\$ 30,376	\$ 23,140	\$ 23,890	\$ 22,290	\$ 48,424	\$ 43,917	\$ 74,143	\$ 340,436	
District Total		1,293,956	\$ 449,682	\$ 432,474	\$ 377,626	\$ 373,231	\$ 508,767	\$ 723,608	\$ 611,642	\$ 623,887	\$ 1,038,862	\$ 532,548	\$ 594,143	\$ 6,266,469	



**Long Branch Public Schools**  
25/2770  
**Comprehensive Maintenance Plan Report**  
**Actual FY 21 -- Current FY 22 -- Planned FY 23**

School Name	22-23 Actual	23-24 Budgeted	24-25 Planned
<b>GLC Elementary</b>	\$43,917	\$74,143	\$50,000
	Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. All sys yrly inspect	Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing.	Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. All sys yrly inspect
<b>Holy Trinity (Rented Space for Morris Ave Preschool)</b>	\$4,525		\$2,500
000	Inspection of fire alarm and repair for all code issues.	\$5,000 Inspection of fire alarm and repair for all code issues.	Inspection of fire alarm and repair for all code issues.
<b>Total All Schools</b>	<b>\$532,548</b>	<b>\$594,143</b>	<b>\$499,015</b>

**Long Branch Public Schools**  
**25/2770**  
**Comprehensive Maintenance Plan Report**  
**Actual FY 21 -- Current FY 22 -- Planned FY 23**

School Name	22-23 Actual	23-24 Budgeted	24-25 Planned
<b>Long Branch High School</b> 050	\$53,583 Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler, fire pump, etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. Roof inspections and localized reprs.	\$80,000 Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler, fire pump, etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. Roof inspections and localized reprs	\$85,000 Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler, fire pump, etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. Roof inspections and localized reprs
<b>Long Branch Middle School</b> 060	\$109,286 Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler, fire pump, etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of HVAC for the Gymnasium. Roof inspections and localized reprs.	\$85,000 Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler, fire pump, etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. Roof inspections and localized reprs	\$75,000 Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler, fire pump, etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. Roof inspections and localized reprs.
<b>Morris Avenue</b> 080	\$74,554 Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. All sys yrly inspect. Review of all roof and skylight issues.	\$60,000 Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. All sys yrly inspect. Review of all roof and skylight issues.	\$20,000 Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. All sys yrly inspect. Review of all roof and skylight issues.



**Long Branch Public Schools**  
**25/2770**  
**Comprehensive Maintenance Plan Report**  
**Actual FY 21 -- Current FY 22 -- Planned FY 23**

School Name	22-23 Actual	23-24 Budgeted	24-25 Planned
<b>Joseph M Ferraina ECLC</b> 085	\$22,678 Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler, fire pump, etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. Roof inspections and localized reprs.	\$30,000 Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler, fire pump, etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. Roof inspections and fire alarm	\$30,000 Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler, fire pump, etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. Roof inspections and localized reprs.
<b>Audrey W. Clark</b> 090	\$14,983 Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. All sys yrly inspect.	\$17,000 Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. All sys yrly inspect	\$25,000 Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. All sys yrly inspect.
<b>Gregory Elementary</b> 110	\$43,232 Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler, fire pump, etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. Roof inspections and localized reprs. Replaced boiler and heat exchanger.	\$65,000 Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler, fire pump, etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. Roof inspections and localized reprs. Inspeicton of fire hose.	\$35,000 Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler, fire pump, etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. Roof inspections and localized reprs.



**Long Branch Public Schools**  
25/2770  
Comprehensive Maintenance Plan Report  
Actual FY 21 -- Current FY 22 -- Planned FY 23

School Name	22-23 Actual	23-24 Budgeted	24-25 Planned
<b>Lenna W. Conrow</b> 120	\$24,604 Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. All sys yrly inspect.	\$25,000 Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. All sys yrly inspect.	\$35,000 Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. All sys yrly inspect. Review of stucco of outside building including all necessary localized repairs.
<b>540 Broadway</b> 000	\$49,500 Localized pointing reprs and window glazing. Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler, fire pump, etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Repalced most of the HVAC units in the building	\$25,000 Localized pointing reprs and window glazing. Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler, fire pump, etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. Roof inspections and localized reprs	\$21,000 Localized pointing reprs and window glazing. Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler, fire pump, etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. Roof inspections and localized reprs.

**Long Branch Public Schools**  
25/2770  
**Comprehensive Maintenance Plan Report**  
**Actual FY 21 -- Current FY 22 -- Planned FY 23**

School Name	22-23 Actual	23-24 Budgeted	24-25 Planned
<b>Maintenance Shop</b>	\$6,860	\$7,000	\$6,515
000	All yrly system inspections, built offices for staff.	All yrly system inspections.	All yrly system inspections.
<b>422 Westwood</b>	\$5,089	\$5,000	\$7,000
000	All yrly system inspections.	All yrly system inspections, replace boiler	All yrly system inspections.
<b>Amerigo A. Anastasia</b>	\$44,047	\$65,000	\$55,000
065	Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler, fire pump, etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. Roof inspections and localized reprs. Replace Fire pump controls	Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler, fire pump, etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. Roof inspections and localized reprs. INpsetino fo 5 yr standpipes and fire hose.	Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler, fire pump, etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. Roof inspections and localized reprs.
<b>127 Myrtle Avenue</b>	\$4,685	\$6,000	\$4,000
000	Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. All sys yrly inspect	Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. All sys yrly inspect	Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. All sys yrly inspect.
<b>Long Branch High School (1927)</b>	\$31,005	\$45,000	\$48,000
000	Bond Referendum for full construction of the school Inspect , repair, service valves, seals etc in water systems. All main systems in warranty for a year.	Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. All sys yrly inspect	Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. All sys yrly inspect

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**Long Branch Public Schools**  
**25/2770**  
**Comprehensive Maintenance Plan Report**  
**Actual FY 21 -- Current FY 22 -- Planned FY 23**

School Name	22-23 Actual	23-24 Budgeted	24-25 Planned
<b>GLC Elementary</b>	\$43,917	\$74,143	\$50,000
Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. All sys yrly inspect	Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing.	Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing.	Inspect , repair, service valves, seals etc in water systems. Inspect all fire, sprinkler etc for current year. Yrly service and testing for generator. Yrly service for HVAC system incl. control. Localized repairs of plumbing. All sys yrly inspect
<b>Holy Trinity (Rented Space for Morris Ave Preschool)</b>	\$4,525		\$2,500
000	Inspection of fire alarm and repair for all code issues.	\$5,000 Inspection of fire alarm and repair for all code issues.	Inspection of fire alarm and repair for all code issues.
<b>Total All Schools</b>	<b>\$532,548</b>	<b>\$594,143</b>	<b>\$499,015</b>



# MINUTES

## GOVERNANCE COMMITTEE MEETING MINUTES

Wednesday, October 4, 2023 - 6:00 pm

### COMMITTEE MEMBERS PRESENT:

Joseph Ferraina, Chair  
Rick Garlipp  
Theresa Dangler

### ADMINISTRATORS PRESENT:

Francisco E. Rodriguez  
Frank Riley  
Jena Valdiviezo, Ed.D.

### COMMITTEE MEMBER NOT PRESENT:

Avery Grant

### ADMINISTRATOR NOT PRESENT:

JanetLynn Dudick, Ph.D.

The Committee and Administrators reviewed and discussed the Policies and Regulations as listed. They will be presented to the full Board at its next scheduled meeting on October 18, 2023.

P 1524	School Leadership Councils (Abolished)
P & R 1642.01	Sick Leave (New)
P 2270	Religion in the Schools (Revised)
P & R 2419	School Threat Assessment Teams (M) (New)
P 3161	Examination for Cause (Revised)
P & R 3212	Attendance (M) (Revised)
P 3324	Right of Privacy (Revised)
P & R 3432	Sick Leave (Abolished)
P 4161	Examination for Cause (Revised)
P & R 4212	Attendance (M) (Revised)
P 4324	Right of Privacy (Revised)
P & R 4432	Sick Leave (Abolished)
P & R 5111	Eligibility of Resident/Nonresident Students (M) (Revised)
P & R 5116	Education of Homeless Children and Youths (Revised)
P & R 5460.02	Bridge Year Pilot Program (M) (Abolished)
P 6361	Relations With Vendors for Abbott Districts (Abolished)
P 8500	Food Services (M) (Revised)
P 8540	School Nutrition Programs (M) (Abolished)
P 8550	Meal Charges/Outstanding Food Service Bill (M) (Abolished)

### DISCUSSION:

- Service Animals - Policy 5337
- Cyber-Bullying - Policy 5512.02

<b>P 1524 – School Leadership Councils (Abolished)</b>
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There may be a few former Abbott districts that have Policy Guide 1524 requiring School Leadership Councils. This requirement is no longer applicable and any former Abbott school district that may have Policy Guide 1524 in their Policy Manual should abolish Policy 1524.

Policy Guide 1524 is **ABOLISHED**

<b>P 1642.01 – Sick Leave (New)</b>
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<b>R 1642.01 – Sick Leave (New)</b>
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P.L. 2023, c. 95 was signed into law on July 3, 2023 which revised N.J.S.A. 18A:30-1 and N.J.S.A. 18A:30-4. N.J.S.A. 18A:30-1 and 18A:30-4 address the requirements of sick leave for school district employees. The revisions to N.J.S.A. 18A:30-1 significantly expand the scope of allowable uses of sick leave for school district employees. The revisions to N.J.S.A. 18A:30-4 establish provisions for a Board to require certification, reasonable documentation, and advance notice for requests for sick leave. In response to these recent revisions in N.J.S.A. 18A:30-1 and 18A:30-4, Strauss Esmay created one new Policy and one new Regulation Guide to cover all school employees as the revisions to N.J.S.A. 18A:30-1 and 18A:30-4 affect all employees in the school district equally. Policy and Regulation Guides 1642.01 have been developed to align with the new statutory requirements in N.J.S.A. 18A:30-1 and 18A:30-4.

N.J.S.A. 18A:30-4.b. and N.J.S.A. 18A:30-4.c. include options using the word “may” for a Board regarding the notice requirement for an employee to use foreseeable and unforeseeable sick leave.

N.J.S.A. 18A:30-4.b. If an employee’s need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 is foreseeable, a Board of Education may require advance notice, not to exceed seven calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.

N.J.S.A. 18A:30-4.c. If the reason for the leave is not foreseeable, a Board of Education may require an employee to give notice of the intention as soon as practicable, if the Board of Education has notified the employee of this requirement.

N.J.S.A. 18A:30-4.b. and N.J.S.A. 18A:30-4.c. are included in Regulation Guide 1642.01 – C.2. and C.3. In order to provide a Board the options provided in the statute for notice regarding foreseeable and unforeseeable sick leave, Regulation Guide 1642.01 has three options for N.J.S.A. 18A:30-4.b. in C.2. of the Regulation Guide and two options for N.J.S.A. 18A:30-4.c. in C.3. of the Regulation Guide. These options are detailed below.



## Foreseeable Leave – Number of Days Notice – Select One Option

### *C.2. – Option 1*

If an employee's need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 and B. above is foreseeable, the Board may require advance notice, not to exceed seven calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.

This option is verbatim from the statute and because the actual number of advance notice days is not listed in the option, a Board that selects this option would require the Superintendent to inform all staff on the number of days advance notice is required for foreseeable leave. This option would enable the Superintendent to establish, and revise accordingly, a different notice requirement for different classification of employees as there may be a need for more notice from a staff member that will require a substitute as compared to a staff member that will not require a substitute. This option, because it indicates "may require advance notice," gives the Board the option to not require any advance notice for foreseeable leave.

### *C.2. – Option 2*

If an employee's need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 and B. above is foreseeable, the Board requires advance notice, not to exceed seven calendar days, as determined by the Superintendent, prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.

Option 2 is the same option as Option 1 above, except it requires advance notice for foreseeable sick leave to be determined by the Superintendent.

### *C.2. – Option 3*

If an employee's need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 and B. above is foreseeable, the Board requires advance notice of \_\_\_\_\_ calendar days, (not to exceed seven calendar days) prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.

Option 3 requires advance notice for foreseeable leave and provides the Board the option to establish the actual number of calendar days required for foreseeable leave, provided the notice does not exceed seven calendar days as per the statute.

## Leave That is Not Foreseeable – Notice Requirement – Select One Option

### *C.3. – Option 1*

If the reason for the leave is not foreseeable, the Board of Education may require an employee to give notice of the intention as soon as practicable, provided the Board of Education has notified the employee of this requirement.

This option is from the statute and requires a Board that selects this option to ensure all staff members have been notified of their intention to take leave that is not foreseeable must be provided as soon as practicable. This option does not require an employee to give notice of the intention to take unforeseeable leave as soon as practicable and would make it optional.



### C.3. – Option 2

If the reason for the leave is not foreseeable, the Board of Education requires an employee to give notice of the intention as soon as practicable, provided the Board of Education has notified the employee of this requirement.

This option is similar to the first option and provided a Board has notified their staff members of the requirement to provide notice as soon as practical for leave that is not foreseeable, a Board will require staff members to give notice for leave that is not foreseeable as soon as practical. This option requires an employee to give notice of the intention to take foreseeable leave as soon as practicable. This option is recommended.

The word “may” is also used in several other provisions of the new and revised statutes and in the new Regulation Guide 1642.01 providing a Board some additional options beyond the notice requirement for employees to use foreseeable and unforeseeable leave. Below is an explanation of each provision in Regulation Guide 1642.01:

C.1. In case of sick leave claimed due to personal illness or injury, a Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.

The revised statute does not revise the long-standing practice that a Board may require a physician's certificate for the use of sick leave for personal illness or injury on a case-by-case basis. The word “may” continues to provide a Board this option.

C.4. The Board may prohibit an employee from using foreseeable sick leave on certain dates, and require reasonable documentation if sick leave that is not foreseeable is used during those dates.

This is new language in N.J.S.A. 18A:30-4 and provides the Board the option by using the word “may” to prohibit the use of foreseeable sick leave under certain circumstances. The word “may” in the statute continues to provide a Board this option.

C.5. In case of sick leave claimed for three or more consecutive days, the Board may require reasonable documentation that the leave is being taken for a purpose permitted pursuant to N.J.S.A. 18A:30-1.a. and B.1. above.

This is new language in N.J.S.A. 18A:30-4 and provides the Board the option by using the word “may” to require reasonable documentation for the use of any sick leave of three or more consecutive days. The word “may” in the statute provides a Board this option.

D.2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Superintendent or designee.

This provision is not in the old or new statute, but was included in the existing Regulation Guides 3432 and 4432 to require changes from a sick day to a work day with only the Superintendent's approval.

E.2. The Board may, at its discretion, require the employee submit to an examination by a physician or institution designated by the Board to confirm the information submitted by the employee's physician or institution.

This provision is not in the old or new statute, but was included in the existing version of the sick leave regulation guide (Regulation Guides 3432 and 4432). This provision authorizes a Board to require an employee to submit to a medical examination to confirm an employee's illness or injury on a case-by-case basis.

The amendments to N.J.S.A. 18A:30-1 and 18A:30-4 may have a significant impact on the number of days employees will be out of work using banked and current sick leave and may increase the need for substitutes. It is recommended a Board review these revised statutes and Policy and Regulation Guides 1642.01 with the Board Attorney to address any implication related to provisions in any collective bargaining agreement. In addition, these statutory revisions may have budgetary implications.

The provisions of Sections D. through H. of Regulation Guide 1642.01 provide best practices recommendations and are not addressed by statute or administrative code and may be revised by a Board to meet local needs. Policy and Regulation Guides 1642.01 replace Policy and Regulation Guides 3432 and 4432, which shall be abolished. Policy and Regulation Guides 1642.01 are not mandated, but are highly recommended based on the importance of this issue, to assist in ensuring compliance, and to provide notice to all employees. Assuming all school districts have accessed and adopted Policy and Regulation Guides 1642.01 since they have been available for download on the Strauss Esmay website since August 3, 2023, a copy of Policy and Regulation Guides 1642.01 are not included in this Policy Alert. If a school district has not yet adopted Policy and Regulation Guides 1642.01, they are still available for download under the Policy Alerts tab – “Other Downloads” section on the Strauss Esmay website.

Policy Guide 1642.01 is **RECOMMENDED**  
Regulation Guide 1642.01 is **RECOMMENDED**

**P 2270 – Religion in the Schools (Revised)**

The United States Department of Education (USDOE) released an updated Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools (2023 Guidance) dated May 15, 2023. The 2023 Guidance replaces the 2020 Guidance dated January 16, 2020. Strauss Esmay’s Policy Guide 2270 – Religion in the Schools was last updated in 2020 based on the 2020 Guidance. The 2020 Policy Guide incorporated the details in the 2020 Guidance by referencing the 2020 Guidance. The 2023 Guidance which has been incorporated into the updated Policy Guide 2270 references the 2023 Guidance, eliminating the need to revise Policy Guide 2270 every time there is any change in any subsequent guidance released by the USDOE. The updates include minor revisions in the titles included in the 2023 Guidance. Although Policy Guide 2270 is not mandated, it is recommended as it provides the general principles of prayer and religious expression in schools and references the 2023 Guidance as the resource that provides the details of this subject.

Policy Guide 2270 is **RECOMMENDED**



**P 2419 – School Threat Assessment Teams (M) (New)**  
**R 2419 – School Threat Assessment Teams (M) (New)**

On August 1, 2022, the Governor signed into law N.J.S.A. 18A:17-43.4 requiring school districts to establish threat assessment teams in schools for the 2023-2024 school year. The purpose of a threat assessment team is to provide school teachers, administrators, and other staff with assistance in identifying students of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk, prevent targeted violence in the school, and ensure a safe and secure school environment that enhances the learning experience for all members of the school community. The New Jersey Department of Education (NJDOE) published a Broadcast on October 12, 2022 indicating a Policy concerning the establishment of a threat assessment team must be aligned with the guidelines being developed by the NJDOE. On July 19, 2023, the NJDOE published a Broadcast that included the Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) (Guidance). Strauss Esmay revised the recently provided Policy Guide 2419 to incorporate the details of the Guidance. A new Regulation Guide 2419 has been developed to align with the Guidance. Regulation Guide 2419 provides a step-by-step process for a district to follow when developing their school threat assessment program. Policy and Regulation Guides 2419 are not the required school district threat assessment program. A school district must develop this program locally. Policy and Regulation Guides 2419 are mandated. Assuming all school districts have accessed and adopted Policy and Regulation Guides 2419 since they have been available for download on the Strauss Esmay website since August 3, 2023, a copy of Policy and Regulation Guides 2419 are not included in this Policy Alert. If a school district has not yet adopted Policy and Regulation Guides 2419, they are still available for download under the Policy Alerts tab – “Other Downloads” section on the Strauss Esmay website.

Policy Guide 2419 is **MANDATED**  
Regulation Guide 2419 is **MANDATED**

**P 3161 – Examination for Cause (Revised)**  
**P 4161 – Examination for Cause (Revised)**

Policy Guides 3161 and 4161 have been re-written to better outline the process a school district must use when a Board of Education/Superintendent wants to require a physical or psychiatric examination of a school district employee whenever a staff member shows evidence of deviation from normal physical or mental health; to determine the staff member's physical and mental fitness to perform with reasonable accommodation the position the staff member currently holds; or to detect any health risks to students and other staff members. Policy Guides 3161 and 4161 provide a procedure for the Board/Superintendent to request a staff member undergo an examination that is consistent with the statutes, administrative code sections, and applicable case law. The procedures outlined in Policy Guides 3161 and 4161 must be followed when a Board requires a staff member to undergo a physical or psychiatric examination.

Revised Policy Guides 3161 and 4161 should replace a school district's existing Policies 3161 and 4161. Policy Guides 3161 and 4161 are not mandated, but are strongly recommended to be adopted by the Board as case law indicates a Board decision to require an examination has been upheld if challenged when a Board follows these procedures.

Policy Guide 3161 is **RECOMMENDED**  
Policy Guide 4161 is **RECOMMENDED**



**P 3212 – Attendance (M) (Revised)**  
**R 3212 – Attendance (M) (Revised)**  
**P 4212 – Attendance (M) (Revised)**  
**R 4212 – Attendance (M) (Revised)**

Legislation signed on July 3, 2023 revising N.J.S.A. 18A:30-1 and N.J.S.A. 18A:30-4 expanded the allowable uses of sick time for school employees. The provisions in this recent legislation required revisions in Policy and Regulation Guides 3212 and 4212 that address staff attendance. Policy Guide 3212 for teaching staff members and Policy Guide 4212 for support staff members have been revised to reference the revised statutes and the new Policy and Regulation Guides 1642.01.

It is a Quality Single Accountability Continuum (QSAC) – District Performance Review (DPR) requirement that a Board have a staff attendance policy and maintain accurate staff attendance records for certificated staff (teaching staff) at school district and school levels and the records must include the type and date of absences, an analysis of attendance patterns, and that any issue(s) identified through the analysis of staff attendance has been addressed in accordance with the district's staff attendance policies (See DPR- Personnel Indicators 4.d.). These QSAC requirements are incorporated into the re-written Regulation Guide 3212 for teaching staff members and Regulation Guide 4212 for support staff members. Regulation Guides 3212 and 4212 included the QSAC requirements, but were not aligned with each other. The re-written Regulation Guides 3212 and 4212 are now aligned and reference the recently revised statutes. Both Policy and Regulation Guides 3212 and 4212 reference the district's procedure for staff members to report absences this procedure shall be developed by the district and provided to all staff members. Policy and Regulation Guides 3212 are mandated by QSAC for teaching staff members and to provide consistency in implementing a district-wide attendance policy for teaching and support staff, Policy and Regulation Guides 4212 are also mandated. A Board may revise procedures in the Regulation Guides 3212 and 4212 to meet local needs provided the QSAC – DPR requirements listed above are included.

Policy Guide 3212 is **MANDATED**  
Regulation Guide 3212 is **MANDATED**  
Policy Guide 4212 is **MANDATED**  
Regulation Guide 4212 is **MANDATED**

**P 3324 – Right of Privacy (Revised)**  
**P 4324 – Right of Privacy (Revised)**

Several school districts have requested policy guidance to protect the privacy rights of school staff members by prohibiting audio or video recording of school staff members by students, other staff members, visitors, or any other person while the school staff member is performing their Board-assigned job responsibilities. Any recording is prohibited without the approval of the teaching staff member's Principal or supervisor or the support staff member's supervisor. Strauss Esmay's Policy Guide 5516 protects the privacy rights of school staff members and students by prohibiting audio or video recording by students without the consent of the parents on behalf of their child and the school staff member. Strauss Esmay has included optional language in Policy Guides 3324 and 4324 to address unauthorized audio and video recordings of school staff members and students by all persons, including students. The optional language in Policy Guides 3324 and 4324 make an exception for school-sponsored activities that are open to the public that are similar to those exceptions included in Policy Guide 5516. In addition, revised Policy Guides 3324 and 4324 have the option for a person to request special permission for an exception to audio or video recording not permitted by the optional language. A Board is not required to adopt this optional language. However, a Board that wants to address this issue may want to consider this optional language as proposed or a Board may want to make revisions to this optional language to meet local needs.

Policy Guide 3324 is **SUGGESTED**  
Policy Guide 4324 is **SUGGESTED**

Minutes – Regular Meeting  
October 18, 2023



**P 3432 – Sick Leave (Abolished)**  
**R 3432 – Sick Leave (Abolished)**  
**P 4432 – Sick Leave (Abolished)**  
**R 4432 – Sick Leave (Abolished)**

P.L. 2023, c. 95 was signed into law on July 3, 2023 and revised N.J.S.A. 18A:30-1 and N.J.S.A. 18A:30-4. N.J.S.A. 18A:30-1 and N.J.S.A. 18A:30-4 address the requirements for sick leave for school district employees. Policy and Regulation Guides 3432 and 4432 should be abolished as the revisions in N.J.S.A. 18A:30-1 and N.J.S.A. 18A:30-4 make it clear that the provisions of the statute apply to all employees of the school district that receive sick leave under N.J.S.A. 18A:30-2. Strauss Esmay has combined Policy and Regulation Guides 3432 and 4432 into newly developed Policy and Regulation Guides 1642.01 because the provisions of those statutes apply to all employees of the school district receiving sick leave under N.J.S.A. 18A:30-2 equally. Policy and Regulation Guides 3432 and 4432 should be abolished and replaced by Policy and Regulation Guide 1642.01.

Policy Guide 3432 is **ABOLISHED**  
Regulation Guide 3432 is **ABOLISHED**  
Policy Guide 4432 is **ABOLISHED**  
Regulation Guide 4432 is **ABOLISHED**

**P 5111 – Eligibility of Resident/Nonresident Students (M) (Revised)**  
**R 5111 – Eligibility of Resident/Nonresident Students (M) (Revised)**

P.L. 2023, c. 61 was recently signed into law revising N.J.S.A. 18A:38-3. The revisions in N.J.S.A. 18A:38-3 continue to permit a Board of Education to approve admission of students into the school district who do not reside in the school district. However, the revisions in N.J.S.A. 18A:38-3 require the payment of tuition as the Board prescribes. The Board, with the approval of the Executive County Superintendent, shall establish a uniform tuition amount for any nonresident student admitted to the schools of the district. This provision of the revised N.J.S.A. 18A:38-3 does not apply, regardless of residence, to the enrolled children of teaching staff members of the school district who are permitted, by contract or local district policy, to enroll their children in the educational program of the school district without payment of tuition. This provision of the revised N.J.S.A. 18A:38-3 does not apply to a county vocational school district. This provision of the revised law takes effect for the 2023-2024 school year. Policy and Regulation Guides 5111 have been revised to reflect the revisions to N.J.S.A. 18A:38-3.

The revisions to N.J.S.A. 18A:38-3 do not address certain enrollment scenarios that may arise in a district. For example, it is not known at this time whether a district is required to charge a student tuition when the student is moving into the school district after the first day of the school year, but begins attending a school in the district on the first day of the school year. It is also not known whether a district must charge a student tuition if that student's family moves out of the district during the school year, but the student wishes to remain enrolled in the district until the conclusion of that school year. Any questions regarding those two scenarios or any other scenario not explicitly addressed in N.J.S.A. 18A:38-3 should be directed to the Executive County Superintendent for guidance.



In addition, in reviewing Policy and Regulation Guides 5111, there were provisions of the statutes and administrative code that were included in both the Policy and Regulation Guide. In order to avoid such redundancy, Policy Guide 5111 has been shortened mostly referencing statute and administrative code sections that are already included in the existing Regulation Guide 5111. Any provision that was removed from Policy Guide 5111 is now included in the revised Regulation Guide 5111. Policy and Regulation Guides 5111 are mandated and must be adopted by the Board.

Policy Guide 5111 is **MANDATED**  
Regulation Guide 5111 is **MANDATED**

<p><b>P 5116 – Education of Homeless Children and Youths (Revised)</b> <b>R 5116 – Education of Homeless Children and Youths (Revised)</b></p>
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N.J.S.A. 18A:7B-12.3 requires enrollment, for up to two school years, of students who were made homeless and forced to move out of the district as a result of a natural disaster or terrorist attack. Strauss Esmay added the language of N.J.S.A. 18A:7B-12.3 to Policy Guide 5116 as a routine update to keep Policy Guide 5116 current. Also, the administrative code chapter, N.J.A.C. 6A:17, revises the term “homeless child” to “homeless child and youth.” This term has also been updated throughout Policy and Regulation Guides 5116. Although the law does not require a Board to adopt a policy or regulation on this subject, Strauss Esmay strongly recommends a Board adopt Policy Guide 5116 to ensure compliance with the applicable statutes and administrative codes.

Policy Guide 5116 is **RECOMMENDED**  
Regulation Guide 5116 is **RECOMMENDED**

<p><b>P 5460.02 – Bridge Year Pilot Program (M) (Abolished)</b> <b>R 5460.02 – Bridge Year Pilot Program (M) (Abolished)</b></p>
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The New Jersey Department of Education published The Bridge Year Pilot Program (P.L. 2020, c.41) Implementation Guidance on January 21, 2021. Strauss Esmay developed Policy and Regulation Guides 5460.02 in May 2021 to address the requirements of the Bridge Year Pilot Program. Pursuant to N.J.A.C. 6A:8-6.1 et seq., the last graduating class to be eligible to participate in a Bridge Year would have been the graduating class of 2022. The class of 2022 would have completed their Bridge Year during the 2022-2023 school year. Policy and Regulation Guides 5460.02 should be abolished as students are no longer eligible to elect to participate or are currently participating in a Bridge Year Pilot Program after June 30, 2023.

Policy Guide 5460.02 is **ABOLISHED**  
Regulation Guide 5460.02 is **ABOLISHED**

<p><b>P 6361 – Relations With Vendors for Abbott Districts (Abolished)</b></p>
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There may be a few former Abbott districts that still have Policy Guide 6361 regarding relationships with vendors. This administrative code section and its provisions were initially a requirement for Abbott districts only. However, these provisions were made applicable for all school districts as required by N.J.A.C. 6A:23A-6.3 and are included in Policy Guide 6360. Therefore, any former Abbott school district that may still have Policy Guide 6361 in their Policy Manual should abolish the Policy.

Policy Guide 6361 is **ABOLISHED**



**P 8500 – Food Services (M) (Revised)**  
**P 8540 – School Nutrition Programs (M) (Abolished)**  
**P 8550 – Meal Charges/Outstanding Food Service Bill (M) (Abolished)**

The “Working Class Families’ Anti-Hunger Act” revised N.J.S.A. 18A:33-4; 18A:33-5; 18A:33-10; 18A:33-11; 18A:33-11.1; 18A:33-11.2; 18A:33-11.3; 18A:33-11.5; 18A:33-14.1; 18A:33-21; 18A:33-21a.; 18A:33-21.1; 18A:33-24; 18A:33-25; and 18A:33-27.2. The Act also created the following new statute sections, N.J.S.A. 18A:33-10.1; 18A:33-14a.; and 18A:33-21b1. The revisions to the statutes and the newly created statutes required extensive revisions to existing Policy Guides 8500, 8540, and 8550. In response to the extensive revisions required in Policy Guides 8500, 8540, and 8550, Strauss Esmay is recommending Policy Guides 8540 and 8550 be abolished and a revised Policy Guide 8500 that incorporates the provisions of Policy Guides 8540 and 8550 be adopted. Revised Policy Guide 8500 is a comprehensive “Food Services” Policy Guide that addresses the pertinent provisions of the “Working Class Families’ Anti-Hunger Act”; Federal regulations 7 C.F.R 210.1 et seq.; and the corresponding Federal guidance document “Eligibility Manual for School Meals Determining and Verifying Eligibility”. All of the provisions of Policy Guide 8540 and 8550 that are still relevant despite the revisions to N.J.S.A. 18A have been incorporated into revised Policy Guide 8500. It is likely school districts have been planning for these new and revised provisions of the Federal and State law and its local application with their food service staff or food services management company (FSMC), if they contract with one. The revised Policy Guide 8500 is mandated and must be adopted by the Board if the district participates in the National School Lunch Program.

Policy Guide 8500 is **MANDATED**  
Policy Guide 8540 is **ABOLISHED**  
Policy Guide 8550 is **ABOLISHED**

**RESOLUTION****BOARD OF EDUCATION OF THE CITY OF LONG BRANCH****IN THE COUNTY OF MONMOUTH**

**BE IT RESOLVED**, that the Board of Education of the City of Long Branch, in the County of Monmouth ("Board of Education"), based on the recommendation of the Superintendent of Schools, suspended with pay employee #4761, effective September 19, 2023, pending the results of an investigation.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Education, reinstate employee #4761 effective October 20, 2023.

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Peter E. Genovese III, RSBO, QPA  
School Business Administrator/Board Secretary

Ayes: 7  
Nays: 1 (Mr. Ferraina)  
Absent: 1 (Mr. Grant)  
Date: October 18, 2023



**NEW POLICIES AND REVISED POLICIES AND REGULATIONS - ALERT 231**

P 1524	School Leadership Councils (Abolished)
P & R 1642.01	Sick Leave (New)
P 2270	Religion in the Schools (Revised)
P & R 2419	School Threat Assessment Teams (M) (New)
P 3161	Examination for Cause (Revised)
P & R 3212	Attendance (M) (Revised)
P 3324	Right of Privacy (Revised)
P & R 3432	Sick Leave (Abolished)
P 4161	Examination for Cause (Revised)
P & R 4212	Attendance (M) (Revised)
P 4324	Right of Privacy (Revised)
P & R 4432	Sick Leave (Abolished)
P & R 5111	Eligibility of Resident/Nonresident Students (M) (Revised)
P & R 5116	Education of Homeless Children and Youths (Revised)
P & R 5460.02	Bridge Year Pilot Program (M) (Abolished)
P 6361	Relations With Vendors for Abbott Districts (Abolished)
P 8500	Food Services (M) (Revised)
P 8540	School Nutrition Programs (M) (Abolished)
P 8550	Meal Charges/Outstanding Food Service Bill (M) (Abolished)

**CONFERENCES****Diogo De Assis****\$424.29**

Social & Environmental Sustainability Officer, to attend the New Jersey School Boards Association Workshop, sponsored by NJASBO, from **October 23 & 24, 2023**, to be held at Atlantic City Convention Center, AC (Acct. #11-000-230-585-390-12-44).

**Lauren Ruggiero****\$675.00**

Social Worker, to attend Net Basics, sponsored by Net Mind Body, from **October 19, 20, & 21, 2023**, to be held at Hilton Newark Airport, Newark, NJ (Acct. #15-000-223-500-100-06-44).



**INTENTION TO RETURN FROM FAMILY/MEDICAL LEAVE OF ABSENCE**

EMP ID 8336, Middle School teacher, effective November 27, 2023.

**FAMILY/MEDICAL LEAVE OF ABSENCE USING SICK DAYS**

EMP ID 4448, bus aide, from September 1, 2023 to October 5, 2023.

EMP ID 8829, Gregory School teacher, from January 2, 2024 to January 19, 2024.

EMP ID 7651, Middle School custodian, from March 13, 2023 to May 3, 2023, July 3, 2023 to July 19, 2023.

**FAMILY/MEDICAL LEAVE OF ABSENCE USING URGENT BUSINESS DAYS**

EMP ID 4448, bus aide, from October 6, 2023 to October 10, 2023.

EMP ID 7651, Middle School custodian, from May 4, 2023 to May 8, 2023; July 20, 2023 to July 24, 2023.

**FAMILY/MEDICAL LEAVE OF ABSENCE USING VACATION DAYS**

EMP ID 7651, Middle School custodian, from May 9, 2023 to May 30, 2023; July 25, 2023 to August 14, 2023.

**FAMILY/MEDICAL LEAVE OF ABSENCE USING EXCHANGE DAYS**

EMP ID 7651, Middle School custodian, from May 31, 2023 to June 5, 2023; August 15, 2023 to August 18, 2023.

**FAMILY/MEDICAL LEAVE OF ABSENCE USING PAID DAYS**

EMP ID 7651, Middle School custodian, from June 6, 2023 to June 30, 2023; August 21, 2023 to September 30, 2023.

**FAMILY/MEDICAL LEAVE OF ABSENCE USING MINUS SUB PAY DAYS**

EMP ID 4448, bus aide, from October 11, 2023 to October 24, 2023.

EMP ID 7651, Middle School custodian, from September 11, 2023 to September 29, 2023.

**FAMILY/MEDICAL LEAVE OF ABSENCE USING UNPAID DAYS**

EMP ID 4448, bus aide, from October 25, 2023 to October 31, 2023.

EMP ID 8829, Gregory School teacher, from January 22, 2024 to April 12, 2024.

EMP ID 7825, High School teacher, from October 16, 2023 to January 12, 2024.

EMP ID 7651, Middle School custodian, from October 2, 2023 to December 31, 2023.

**REQUEST TO EXTEND FAMILY/MEDICAL LEAVE OF ABSENCE USING UNPAID DAYS**

EMP ID 8138, Middle School custodian, from October 5, 2023 to November 14, 2023.

**Monthly HIB Report**

**Reporting Period** - September 21, 2023 - October 11, 2023

**Summary:**

**Total:** Four (4) HIB investigations, three (3) confirmed

**Amerigo A. Anastasia School**

One (1) investigation, one (1) incident confirmed as HIB

**George L. Catrambone School**

One (1) investigation, zero (0) incidents confirmed as HIB

**High School**

Two (2) investigations, two (2) incidents confirmed as HIB



**School Self-Assessment - HIB Grade Report 2022-2023**

Unofficial district submission- pending official release and posting

\*Total possible score 78

Anastasia	66
George L Catrambone	67
Gregory	68
High School	63
Joseph M Ferraina	65
Lenna W Conrow	69
Morris Avenue	65
Middle School	64

**PLACEMENT OF STUDENTS ON HOME INSTRUCTION - 2023 - 2024**

ID#:110850031

Brookfield

PHP: 30 days at a rate of \$310.00 per week = \$1,240.00 per month

ID#:20281392

Middlesex County Youth Shelter

ID#:110850212

LearnWell

PHP: 30 days at a rate of \$647.50 per week = \$2,590.00 per month

**TERMINATION OF STUDENT ON HOME INSTRUCTION - 2023 - 2024**

ID#:110850212



**FINANCE COMMITTEE AGENDA  
TUESDAY, SEPTEMBER 26, 2023  
350 INDIANA AVENUE  
LONG BRANCH, NEW JERSEY  
5:00 P.M.**

**MINUTES**

**COMMITTEE MEMBERS**

Tasha Youngblood Brown, Chairperson  
Violeta Peters  
Armand Zambrano  
Theresa Dangler

**ADMINISTRATORS**

Francisco E. Rodriguez  
Peter E. Genovese III  
Nancy L. Valenti

The following information was highlighted at the Finance Committee Meeting:

1. Financial Management

- F10 – General Fund (General Operations)
- F20 – Special Revenue Funds (Grants)
- F30 – Capital Projects Fund (Proceeds from a Bond Referendum)
- F40 – Debt Service Fund (Payback of Bonds)
- F50 – Permanent Fund (Endowment) - None
- F60 – Enterprise Fund (Food Service Activity)
- F70 – Internal Service Fund (Self Insured Medical Activity)
- F80 – Trust Funds (Scholarships)
- F90 – Agency payments and Student Funds

a. The Committee reviewed the following and are presented for full Board Approval:

i. Bills & Claims

ii. Scholarship account balance – August \$ 398,761.11

iii. Student Fund Balances – August

1.	Pre-Schools	\$	150.09
2.	Elementary Schools	\$	7,030.75
3.	Middle School	\$	25,571.39
4.	High School	\$	88,208.93
5.	Athletic Fund	\$	299.85

2. Current Budget Update

- i. Review list of surplus equipment
- ii. Review Substitute rates

3. Long Term Planning

- a. Currently reviewing potential facilities for acquisitions.
- b. Appraisal Cost
- c. Digital Signs

4. Grants update

- a. Excel Chart

5. Current Health Plan

Service	June	July	August
Doctor / Nurse Practitioner	186	188	197
Prescription Dispensed	72	64	57
Physical Therapy	41	57	57
Lab visits	75	68	101
Customer Services	63	28	34
Chiropractic Services	53	27	55
Acupuncture	25	21	25
Behaviorist Visits	0	6	12
X-Ray	24	18	16
Telemedicine/Telephone	67	61	75
Covid Test /Vaccine	16	9	2

- a. Reimbursement from Integrity Health under the State Health Benefits Plan update.