

**Toms River, New Jersey, May 17, 2023**

A Regular Meeting of the Board of Education of the Toms River Regional Schools took place at High School North, 1245 Old Freehold Road, Toms River, on Wednesday, May 17, 2023 at 6:00 P.M.

Board President Mr. Kevin Kidney read the following Opening Statement:

“Good Evening, Welcome to a Regular Meeting of the Board of Education of the Toms River Regional Schools.”

“This meeting was announced to the public through a notice published in the Asbury Park Press and The Star Ledger on May 1, 2023, which constituted at least 48 hours notice as required by law under the Open Public Meetings Act.”

A roll call of attendance indicated the following Board Members were present: Mrs. Lisa Contessa, Mrs. Jennifer Howe, Mrs. Melissa Morrison, Mr. Joseph Nardini, Mrs. Anna Polozzo, Mrs. Michele Williams, Ms. Kathy Eagan, and Mr. Kevin Kidney.

Mrs. Ashley Lamb was absent.

Also in attendance were Superintendent Citta, Assistant Superintendents DiMeo, Ricotta, Thomas, Business Administrator Doering, Board Secretary Saxton, and Board Attorney Burns.

### **EXECUTIVE SESSION RESOLUTION- 6:01 P.M.**

*A motion was made by Mrs. Polozzo, seconded by Mrs. Contessa and carried that the following Executive Session Resolution be approved:*

Resolved, that the Board of Education, at this time, move to a closed session to be held in High School North in the Executive Session meeting room 1245 Old Freehold Road, Toms River, New Jersey, for the purpose of:

Executive Session – To *Include* – Personnel - RICE # 10359, # 15567, # 14909, # 11585, # 14353, # 12221, # 15080, # 12500; Legal/Litigation Update; Professional Contracts; Discussion of Board of Education Meeting Schedule; Harassment, Intimidation and Bullying Report; Fire & Security Drill Report; Suspension Report; Other. Subject to change.

as outlined under the Open public Meetings Act.

Board President Mr. Kevin Kidney left the meeting at 7:30 p.m.

Board Vice President Ms. Kathy Eagan led the meeting at 7:30 p.m.

**RETURN TO REGULAR SESSION – 7:30 P.M.**

*A motion was made by Mr. Nardini, seconded by Mrs. Contessa and carried that the Board return to Regular Session at 7:30 P.M.*

*All members present voting Aye.*

**PLEDGE OF ALLEGIANCE**

Board Vice President Ms. Kathy Eagan led the Board and audience in the Pledge of Allegiance.

**SUPERINTENDENT COMMENTS**

Superintendent Citta reflected on the school year. He also celebrated our students and is looking forward to the end of the year activities.

**STUDENT REPRESENTATIVES**

Student Representatives from all three high schools updated Board on the academic and athletic successes taking place at their respective schools, as well as events taking place and fund raising activities.

Kira Jacobus, High School East

Dhruv Parikh, High School North

Rylee Hussey, High School South – John (aka Jack) Harjes representing High School South

**STUDENT AWARDS/STAFF AWARDS**

The list of student, staff and volunteer award recipients is attached to the minutes.

## **COMMITTEE REPORTS**

### **Budget & Finance Committee – Mrs. Lamb**

The Budget and Finance Committee of the Board of Education of the Toms River Regional Schools met on May 10, 2023 at 1144 Hooper Avenue, Toms River, New Jersey in Conference Room A from 6:00 P.M. to 6:08 P.M. The meeting was streamed for public viewing and participation. Committee Chair, Ashley Lamb, read the following opening statement:

“Good evening, welcome to the Budget and Finance Committee Meeting of the Board of Education of the Toms River Regional Schools. Notice of this meeting was published in the Asbury Park Press and the Star Ledger on May 1, 2023, which constituted at least 48 hours notice as required by law under the Open Public Meetings Act.”

In addition to the Committee Chair, in attendance were Board members- Kathy Eagan, Jennifer Howe, Kevin Kidney, Melissa Morrison, Joe Nardini and Anna Polozzo, Superintendent- Mike Citta, Assistant Superintendents- Jim Ricotta, Cara DiMeo and Pat Thomas, Business Administrator- Bill Doering, Board Secretary- Wendy Saxton and Board Attorney- William Burns. The meeting was open to the public and an opportunity for public comment via call-in was provided after the last committee meeting of the evening.

As we do every month, the committee reviewed the expenditures listed in the Purchasing Agenda, which was emailed to the Board, and posted in the Board’s Google Docs folder, prior to the Budget and Finance Committee meeting. The Purchasing Agenda also included items of zero value, bids, change orders and resolutions. Purchasing Agenda questions by various individual Board members were answered by Mr. Doering and other members of the administration. The Purchasing Agenda for this month is in the amount of \$10,350,869.35 for the 2022-23 school year. Mr. Doering noted that within this agenda is the appointment of TransTax Advisors, an accounting firm that specializes in recovering federal fuel refunds for use of alternative fuel sources, in our case propane. The district may see refunds of more than \$50,000 and we look forward to commencing with these filings. The Budget & Finance Committee is recommending the approval of the Purchasing Agenda by the full Board.

The committee was then advised that we will have District lease, sponsorship and other rental agreements for the May 17, 2023 Board of Education meeting.

Finally, the committee was advised that given the June Board meeting schedule whereby the meetings were moved up a week, it is possible that the Board agenda information may not be available until the Monday before the June 14, 2023 regular Board meeting.

### **Building & Grounds Committee – Mr. Nardini**

Due to statewide COVID-19 restrictions the ESIP & Building Initiative Committee of the Board of Education of Toms River Regional Schools met on May 10, 2023, within a virtual live-streamed meeting on the internet that started directly after the curriculum committee meeting.

Mr. Nardini read the following opening statement: “Good evening and welcome to the ESIP & Building Initiative Committee Meeting of the Board of Education of Toms River Regional Schools. Notice of this meeting was announced to the public through a notice published in the Asbury Park Press and the Star-Ledger on May 1, 2023 which constituted at least 48 hours notice as required by law under the Open Public Meetings Act.”

In attendance were Board members Kevin Kidney, Joe Nardini, Melissa Morrison, Jennifer Howe, Anna Polozzo, Ashley Lamb, and Kathy Eagan, Superintendent Citta, Assistant Superintendents James Ricotta, Cara DiMeo and Pat Thomas; Business Administrator William Doering; Manager of Capital Projects - Mark Wagner, Manager of Facilities - Sam Pepe and Richard Brown and Derek Jordan of Colliers Engineering. The meeting was open to the public and an opportunity for public comment was provided.

### **PROJECTS-NEW**

Hooper Avenue PTO has raised funds to replace the information sign at the front of the building. Mr. Ricotta and Mr. Hughes met with a vendor who provided a cost estimate and this project will need to go out to bid. Mr. Wagner has applied for (5) ROD5 Grants. The grants have been shared with NJDOE and the Ocean County Superintendent has noted his support for these projects. The grants

include the Intermediate South exterior wall project, Pine Beach fire sprinkler system and new boiler, East Dover coping repairs, High School East electric service upgrade, and Intermediate North electrical service upgrade and boiler replacement. The Silver Bay Elementary School sale of excess property to the Township of Toms River was discussed. Mr. Pepe explained that several dead trees have been removed from the front of the JBAC. Our hope is to replace these trees in the near future. At Walnut Street Elementary rooms C-30 and C-11 had floor replacement over spring break. Also, room 417 at West Dover Elementary had the flooring replaced over the recent break. The media center ceiling of West Dover and main office walls needed additional cosmetic finishes that were completed by our staff over spring break. Two classrooms at Intermediate South were painted and two old storage trailers at HS North were removed by our facilities staff. Newport Construction completed many referendum projects over spring break at Silver Bay Elementary and HS South. Our custodians worked diligently to move furniture and protect equipment during the construction process. Silver Bay and High School South land projects require NJ Department of Education approval.

## **PROJECTS-OLD**

The JBAC complex sign has been installed and we are currently working with the county and JCP&L and the county for the final electrical connection that is set for May 23. The access road off Hooper Avenue behind the HS South visitor bleachers will be used by Ocean County for their upcoming construction project connected to the Justice Complex. Mr. Burns is preparing a resolution that the board will need to vote upon as an easement is required for this access road. Plans for High School North room E-05 have been developed and reviewed by building administration and approved by the township. The room will be changed into two educational spaces to prepare for the pre-vocational (grant funded) program that will begin in September 2023. Discussion of a needed electrical upgrade at Intermediate North that was not included within the referendum projects was reviewed as Mr. Wagner continues to prepare documents to have this work go out to bid. Mr. Ricotta announced that Silver Bay, Pine Beach, Washington Street, West Dover, and the ELC have received HEPA Air Purification Systems as awarded by the NJDOH.

## **CORRESPONDENCE**

Mr. Pepe has been asked to host the Monmouth/Ocean chapter of the NJ School Buildings and Grounds Association's Toolbox Tuesday this summer on the campus of HSN. The event will be held on July 18 where we will showcase our facilities and provide professional development training to our employees and building and grounds employees from neighboring districts.

## **ESIP PROJECTS**

The rebid of Intermediate South and Citta Elementary energy management projects are ongoing. At this time Mr. Jordan shared that shop drawings are being prepared and materials are being ordered for Estock Piping Company, LLC to begin this project.

## **BUILDING INITIATIVES PROJECTS**

Project recently completed were reviewed including:

Site 181-Group 2 (HS North, Intermediate South, Early Learning Center) Newport is nearing completion of this project as punch lists and close out has started. A spring close out is anticipated. Site 172A- District Wide Security project with JCT. Minor punch list items are being completed. Closeout documents are in the process of being prepared.

Projects currently under construction were reviewed including:

Site 186A- Group 4 (HSS, PBE, WSE) much progress was completed over spring break with electrical panels installed, old univents removed, and roof repairs made at High School South. Contractor continues with elevator installation at HSS as work continues on the second shift at all locations. The project work will continue into the summer with unit ventilators, HVAC upgrades, window replacement and other referendum upgrades. Also, a new electrical service will be undertaken over the summer that requires the shutdown of HS South anticipated at this time to be for 7-10 days. Washington Street Elementary electrical work continues. Pine Beach Elementary windows and univent installation has been completed.

Site 188- Group 6 (HSE, EDE, SBE) the contractor continues the renovation process. The HSE elevator control room door delivery has been delayed and we anxiously await delivery of this required upgrade so final inspection can be completed. Silver Bay Elementary School windows, univent replacement, and flooring continue on the second shift and will continue into the summer months of 2023.

### **Curriculum Committee – Ms. Eagan**

The Curriculum Committee of the Board of Education of Toms River Regional Schools met on May 10, 2023, within a virtual live-streamed meeting on the internet, beginning at 6:15PM.

Committee Chair, Jennifer Howe, read the following opening statement: “Good evening and welcome to the Curriculum Committee Meeting of the Board of Education of Toms River Regional Schools. Notice of this meeting was announced to the public through a notice published in the Asbury Park Press and the Star-Ledger on May 1, 2023 which constituted at least 48 hours notice as required by law under the Open Public Meetings Act.”

In addition to the Committee Chair, Jennifer Howe, in attendance were Board members Melissa Morrison, President Kevin Kidney, Vice President Kathy Eagan, Ashley Lamb, and Anna Polozzo. Assistant Superintendents- James Ricotta, Pat Thomas, Cara DiMeo; and Business Administrator- William Doering were in attendance, as well as Curriculum Directors Rachel Cicala & Adrienne Gold, Director of Guidance, John Green, and Director of Testing and Funded Programs, Richard Fastnacht, and Director of Student Services, Joy Forrest. The meeting was live streamed to the public and an opportunity for public comment was provided.

Mr. Thomas opened the meeting with an introduction to the presentation and the primary goal, to provide the board with a 2-part overview of the curriculum & instructional initiatives implemented during the 2022-23SY and to then provide the end-of-year data at the June meeting to quantify that growth.

Ms. Cicala & Ms. Gold shared an overview of the K-12 instructional programs and Ms. Forrest reported out on the special education initiatives successfully rolled out this year.

**Personnel Committee – Mrs. Contessa**

A Personnel Committee Meeting of the Board of Education of the Toms River Regional Schools took place at the Administrative Offices, 1144 Hooper Avenue, Conference Room, Toms River, New Jersey on May 10, 2023 at 5:40 p.m. This meeting is not publicly advertised as the committee reviews personnel information which includes names of individual staff members as well as possible new staff members.

In attendance were committee members, Kathy Eagan, Board Vice President, Kevin Kidney, Board President. Also in attendance were Michael Citta, Superintendent, James Ricotta, Assistant Superintendent, Cara DiMeo, Assistant Superintendent, Patrick Thomas Assistant Superintendent and Megan Osborn.

The meeting was opened at 5:40 p.m. by Kevin Kidney, Board President, Michael Citta, Superintendent, discussed with the members, recommendations for extra-curricular and job descriptions at the board meeting on Wednesday, May 17, 2023.

The committee adjourned at 5:50 p.m.

**Policy Committee – Mrs. Polozzo**

The Policy Committee of the Board of Education of the Toms River Regional Schools took place at 1144 Hooper Avenue, Administration Conference Room Wednesday, May 10, 2023.

In attendance were Anna Polozzo, Kevin Kidney, Melissa Morrison, and Ashley Lamb, Superintendent, Michael Citta, Assistant Superintendents, James Ricotta Jr., Patrick Thomas, and Cara DiMeo, and Director of Human Resources, Megan Osborn.

Assistant Superintendent Patrick Thomas, presented the following policies for review and deliberation in preparation for the first reading at the Board of Education meeting on May 17, 2023:

- P 5512 Harassment, Intimidation or Bullying (M)

Members of Central Administration answered questions regarding the policies and regulation.

**Insurance Committee – Mrs. Williams**

The Insurance Committee of the Board of Education of the Toms River Regional Schools met May 15, 2023 at 2:30 PM via Google Meets. This quarterly meeting is not publicly advertised as the committee reviews insurance information, including workers compensation and liability claims, which may include items in litigation or names and case information for individuals, including staff members.

In attendance were Committee Chair - Michele Williams, committee members Kevin Kidney and Anna Polozzo, as well as Business Administrator - William Doering. Also in attendance was Stuart Migdon with the district health insurance broker, Business and Governmental Insurance Agency (BGIA) and John Forrester and Ron Gillaspie with the district property and casualty insurance broker, Alliant/Boynton.

For the health insurance program, Mr. Migdon with BGIA reviewed a health plan quarterly report that was provided to the committee which covered 3 years of claims from December 2019 through November 2022. Mr. Migdon discussed the plan costs and trends, including the medical claim costs and prescription drug costs in the most recent period, which on a net basis are trending down by 4.63%. Other key plan statistics and metrics were also discussed, including decreasing per member per month costs, and increasing PHC visits and care coordination encounters. Mr. Migdon then went over additional data points, and noted that given regulatory approvals, the district is now covering medically-necessary anti-obesity prescriptions. The committee then discussed the possibility of having accompanying behavioral programs for the users of such medications to ensure long-term success.

Regarding property/casualty insurance, Mr. Forrester with Alliant/Boynton reviewed the quarterly report provided to the committee for the property/casualty insurance program. This document showed claim costs for the prior 5 years. The document also included Inservco Loss Reports and StudyPro charts, graphs and information. After reviewing some key points about the claims data, which shows a fair amount of consistency over time in terms of annual claims costs, Mr. Forrester and Mr. Gillaspie discussed renewal marketing efforts. It appears that the liability and excess policies, including Cyber-liability (due to districts bolstering cyber-security efforts and implementing controls such as multi-factor authentication), are expected to come in with reasonable increases. The wildcard remains the property policy as our longtime carrier,

Chubb, has gotten out of the market in coastal areas such as ours. Our brokers are exploring any and all options, including trying to secure quotes for stand-alone property policies through different Joint Insurance Funds in the state.

**COMMENTS FROM GUESTS AND PRESS – AGENDA ITEMS ONLY** *(limited to 3 minutes as per Board Policy # 0167 – Public Participation in Board Meetings, the first public session will be limited to a total of 30 minutes)*

There were none.

**APPROVAL OF RESOLUTION FOR THE 2021 THROUGH 2022 NEW JERSEY DEPARTMENT OF EDUCATION SCHOOL SELF-ASSESSMENT FOR DETERMINING GRADES UNDER THE ANTI-BULLYING BILL OF RIGHTS ACT**

*A motion was made by Mrs. Howe, seconded by Mrs. Polozzo and carried that the Approval of Resolution for the 2021 through 2022 New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act be approved.*

*On roll call following the vote:*

*Ayes: Contessa, Howe, Morrison, Nardini, Polozzo, Williams, Eagan*

*Noes: None*

*Recused: None*

*Abstained: None*

*Absent: Lamb, Kidney*

**APPROVAL OF AWARD FOR THE PROFESSIONAL SERVICE CONTRACTS**

*A motion was made by Mr. Nardini, seconded by Mrs. Polozzo and carried that the Approval of Award for the Professional Service Contracts be approved.*

*On roll call following the vote:*

*Ayes: Contessa, Howe, Morrison, Nardini, Polozzo, Williams, Eagan*

*Noes: None*

*Recused: None*

*Abstained: None*

*Absent: Lamb, Kidney*

**APPROVAL OF RESOLUTION APPROVING RIGHT OF ENTRY UTILITY EASEMENTS TO CONSTRUCT, MAINTAIN AND OPERATE STORM DRAINAGE FACILITIES**

*A motion was made by Mrs. Contessa, seconded by Mrs. Howe and carried that the Approval of Resolution Approving Right of Entry Utility Easements to Construct, Maintain and Operate Storm Drainage Facilities be approved.*

*On roll call following the vote:*

*Ayes: Contessa, Howe, Morrison, Nardini, Polozzo, Williams, Eagan*

*Noes: None*

*Recused: None*

*Abstained: None*

*Absent: Lamb, Kidney*

**APPROVAL OF RESOLUTION FOR THE MEMORANDUM OF UNDERSTANDING BETWEEN THE YMCA OF GREATER MONMOUTH COUNTY COUNSELING & SOCIAL SERVICES AND TOMS RIVER REGIONAL SCHOOLS**

*A motion was made by Mrs. Polozzo, seconded by Mrs. Contessa and carried that the Approval of Resolution for the Memorandum of Understanding between the YMCA of Greater Monmouth County Counseling & Social Services and Toms River Regional Schools be approved.*

*On roll call following the vote:*

*Ayes: Contessa, Howe, Morrison, Nardini, Polozzo, Williams, Eagan*

*Noes: None*

*Recused: None*

*Abstained: None*

*Absent: Lamb, Kidney*

**APPROVAL OF RESOLUTION OF CATAPULT CONTRACT AGREEMENT FOR NON-PUBLIC TITLE ONE EDUCATIONAL SERVICES EFFECTIVE SEPTEMBER 1, 2023 THROUGH JUNE 30, 2024**

*A motion was made by Mrs. Contessa, seconded by Mrs. Howe and carried that the Approval of Resolution of Catapult Contract Agreement for Non-Public Title One Educational Services Effective September 1, 2023 through June 30, 2024 be approved.*

*On roll call following the vote:*

*Ayes: Contessa, Howe, Morrison, Nardini, Polozzo, Williams, Eagan*

*Noes: None*

*Recused: None*

*Abstained: None*

*Absent: Lamb, Kidney*

**APPROVAL OF THE TREE OF KNOWLEDGE LEARNING ACADEMY AGREEMENT FOR NON-PUBLIC TITLE ONE EDUCATIONAL SERVICES EFFECTIVE SEPTEMBER 1, 2023 THROUGH JUNE 30, 2024**

*A motion was made by Mrs. Contessa, seconded by Mrs. Polozzo and carried that the Approval of the Tree of Knowledge Learning Academy Agreement for Non-Public Title One Educational Services Effective September 1, 2023 through June 30, 2024 be approved.*

*On roll call following the vote:*

*Ayes: Contessa, Howe, Morrison, Nardini, Polozzo, Williams, Eagan*

*Noes: None*

*Recused: None*

*Abstained: None*

*Absent: Lamb, Kidney*

**APPROVAL OF THE TENDER TOUCH EDUCATIONAL SERVICES LLC AGREEMENT FOR NON-PUBLIC TITLE ONE EDUCATIONAL SERVICES EFFECTIVE SEPTEMBER 1, 2023 THROUGH JUNE 30, 2024**

*A motion was made by Mrs. Williams, seconded by Mrs. Contessa and carried that the Approval of the Tender Touch Educational Services LLC Agreement for Non-Public Title One Educational Services Effective September 1, 2023 through June 30, 2024 be approved.*

*On roll call following the vote:*

*Ayes: Contessa, Howe, Morrison, Nardini, Polozzo, Williams, Eagan*

*Noes: None*

*Recused: None*

*Abstained: None*

*Absent: Lamb, Kidney*

**APPROVAL OF EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY AGREEMENT FOR NON-PUBLIC NURSING SERVICES EFFECTIVE JULY 1, 2023 THROUGH JUNE 30, 2024**

*A motion was made by Mrs. Polozzo, seconded by Mrs. Williams and carried that the Approval of Educational Services Commission of New Jersey Agreement for Non-Public Nursing Services effective July 1, 2023 through June 30, 2024 be approved.*

*On roll call following the vote:*

*Ayes: Contessa, Howe, Morrison, Nardini, Polozzo, Williams, Eagan*

*Noes: None*

*Recused: None*

*Abstained: None*

*Absent: Lamb, Kidney*

**APPROVAL OF EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY AGREEMENT FOR NON-PUBLIC INDIVIDUALS WITH DISABILITIES EDUCATION ACT – B INITIATIVE SERVICES EFFECTIVE JULY 1, 2023 THROUGH JUNE 30, 2024**

*A motion was made by Mr. Nardini, seconded by Mrs. Polozzo and carried that the Approval of Educational Services Commission of New Jersey Agreement for Non-Public*

*Individuals with Disabilities Education Act – B Initiative Services effective July 1, 2023 through June 30, 2024 be approved.*

*On roll call following the vote:*

*Ayes: Contessa, Howe, Morrison, Nardini, Polozzo, Williams, Eagan*

*Noes: None*

*Recused: None*

*Abstained: None*

*Absent: Lamb, Kidney*

**APPROVAL OF EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY  
AGREEMENT FOR NON-PUBLIC PUBLIC LAW 1977 CHAPTERS 192-193  
SERVICES EFFECTIVE JULY 1, 2023 THROUGH JUNE 30, 2024**

*A motion was made by Mrs. Howe, seconded by Mrs. Williams and carried that the Approval of Educational Services Commission of New Jersey Agreement for Non-Public Public Law 1977 Chapters 192-193 Services effective July 1, 2023 through June 30, 2024 be approved.*

*On roll call following the vote:*

*Ayes: Contessa, Howe, Morrison, Nardini, Polozzo, Williams, Eagan*

*Noes: None*

*Recused: None*

*Abstained: None*

*Absent: Lamb, Kidney*

**APPROVAL OF FIRST READING OF THE FOLLOWING POLICIES, REGULATIONS AND BYLAWS AS LISTED IN THE AGENDA**

*A motion was made by Mrs. Polozzo, seconded by Mrs. Williams and carried that the Approval of First Reading of the Following Policies, Regulations and Bylaws as listed in the Agenda be approved.*

{Code = (M) Mandated; (R) Recommended}

- P 5512 Harassment, Intimidation , or Bullying (M)

*On roll call following the vote:*

*Ayes: Contessa, Howe, Morrison, Nardini, Polozzo, Williams, Eagan*

*Noes: None*

*Recused: None*

*Abstained: None*

*Absent: Lamb, Kidney*

**APPROVAL OF AGENDA ITEMS # 22 THROUGH #27 AS LISTED IN THE AGENDA**

*A motion was made by Mrs. Howe, seconded by Mrs. Polozzo and carried that the Approval of Agenda Items #22 through #27as listed in the Agenda be approved.*

**22. Approval of the Harassment, Intimidation and Bullying Report**

**23. Approval of District Facility Lease, Sponsorship and other Rental Agreements (attached)**

**24. Approval of the Fire & Security Drill Report**

**25. Approval of Minutes: (Regular and/or Executive, where applicable)**

*April 26, 2023*

*May 10, 2023*

**26. Approval of Bills:**

General	\$ 8,931,293.13
Cafeteria	\$ 190,853.21
Payroll (Gross) April 6, 2023	\$ 6,072,795.05
(Gross) April 21, 2023	\$ 5,915,565.52

**27. Board Secretary's Agenda + Addendum**

**School Year 2022-2023**

*Purchases – Pages 1 through 32 - \$ 10,350,869.35*

**Zero Values**

**Award of Professional Services Contract – Request for Quotation  
Resolutions**

**School Year 2023-2024**

**Award of Bids**

**Request for Professional Qualifications**

**Contracts Extensions**

**Permission to Advertise**

**Resolutions**

*On roll call following the vote:*

*Ayes: Contessa, Howe, Morrison, Nardini, Polozzo, Williams, Eagan*

*Noes: None*

*Recused: None*

*Abstained: None*

*Absent: Lamb, Kidney*

**APPROVAL AND CERTIFICATION OF THE BOARD SECRETARY'S REPORT  
FOR MARCH 2023**

Pursuant to N.J.A.C. 6A:22.1.11(c), I, Wendy Saxton, Board Secretary, certify that as of March 2023 no budgetary line items account has obligations and payments (contracted orders) which exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A. 18A:22-8-1, that the district's accounts have been reconciled and are in balance.

Through the adoption of this resolution, we the Toms River Board of Education, pursuant to N.J.A.C. 6A:22-2.11(c), certify that as of March 2023 after a review of the Secretary's monthly report (appropriations section) and upon consultation with the Business Administrator and other appropriate district officials, that to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:22-2.11 (c) and that sufficient funds are available to meet the district's needs.

*A motion was made by Mrs. Contessa, seconded by Mrs. Williams and carried that the Approval and Certification of the March 2023 Secretary's Monthly Financial Reports be approved:*

*On roll call following the vote:*

*Ayes: Contessa, Howe, Morrison, Nardini, Polozzo, Williams, Eagan*

*Noes: None*

*Recused: None*

*Abstained: None*

*Absent: Lamb, Kidney*

## **PERSONNEL AGENDA (# 1-27)**

*A motion was made by Mrs. Williams, seconded by Mrs. Howe and carried that the following Personnel Agenda (#1-27) be approved:*

### **CERTIFICATED STAFF 1-10:**

- 1. Recommended for Continuing Employment for the School Year 7/1/2023-6/30/2024 (Attached)**

**2. Recommend Approval of Central Administration Employment Contracts effective 7/1/2023 - 6/30/2024\*: (Attached)**

- A. Cara DiMeo, Assistant Superintendent
- B. William J. Doering, Business Administrator
- C. James Ricotta, Jr., Assistant Superintendent
- D. Patrick M. Thomas, Assistant Superintendent

*\*NOTE: Pending County Superintendent Review and Approval*

**3. Recommended Salary Adjustments:**

		\$
A.	<u>Renee M. Verdon</u> HA+ LDTC	8/1/2023 - 6/30/2024 (from 10 mos to 11 mos) +9,882.00

**4. Recommended Degree Changes/Salary Adjustments effective 9/1/2023 - 6/30/2024:**

	<u>From:</u>	<u>To:</u>	<u>\$</u>
A.	<u>Angela Palumbo</u> HSN Basic Skills	MA+30      Doctorate	+1,000
B.	<u>Dyanne S. Sylvester</u> CG Grade 2	BA              MA	+3,200

**5. Recommended Leave of Absence Requests:**

A.	<u>Employee #10947</u> WAL Grade 4	Medical	4/19/2023 - 6/2/2023
B.	<u>Employee #13861</u> HA Grade 5	Family	4/28/2023
C.	<u>Employee #11315</u> WAL Basic Skills	Family	5/30/2023 - 6/5/2023
D.	<u>Employee #14445</u> HSN Technology	Family	4/17/2023 - 4/19/2023; 4/21/2023 - 4/24/2023

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E.	<u>Employee #16669</u> IN Technology Gr. 6 & 7	Family	5/8/2023 - 5/31/2023
F.	<u>Employee #16512</u> HSN English	Family	4/27/2023; 5/9/2023
G.	<u>Employee #12874</u> JAC Art	Family	4/26/2023 - 4/26/2023 5/5/2023; 5/11/2023
H.	<u>Employee #16502</u> HSN Sped RR	Family	5/25/2023 - 6/30/2023 (revised leave start date)
I.	<u>Employee #13741</u> HA Art	Family Ext.	4/29/2023 - 5/26/2023
J.	<u>Employee #12022</u> SB Sped RR	Medical	5/4/2023 - 5/24/2023
K.	<u>Employee #14060</u> HSE Sped Aut	Family	5/18/2023 - 5/31/2023 (revised leave end date)
L.	<u>Employee #15582</u> HSN Science	Family	5/30/2023 - 6/30/2023 (rescind leave request)
M.	<u>Employee #14758</u> ED Sped Aut	Family	5/10/2023
N.	<u>Employee #15753</u> SB Grade 2	Family	3/23/2023 – 3/31/2023 (corrected leave end date)

**6. Resignations:**

A.	<u>Amanda K. Gregorek</u> HSE Science	7/1/2023
B.	<u>Megan E. Klass</u>	6/30/2023

SB Grade 3

C. Kelly C. Umbach 6/30/2023  
Supervisor of Special Education

D. Candice Waszkiewicz 7/1/2023  
HSN Sped RR

**7. Retirements:**

A. Michael V. Coppinger 7/1/2023  
HSE English

B. Robyn D. Petersen-DeCicco 6/1/2023\*  
IN School Nurse

*\*Pending State Approval*

**8. Transfers Effective for the 2022-2023 SY: (Attached)**

**9. Suspension with Pay:**

A. Employee #10359 4/24/2023 - 5/17/2023

**10. Certified Job Description: (Attached)**

A. Recommend approval of the attached certified job description:

District Nurse Facilitator (Stipend)

**STAFF FOR EDUCATIONAL PROGRAMS 11-13:**

**11. AMERICAN RESCUE PLAN (ARP) Funded Program Approvals:**

A. Recommend approval for the attached list of employees to receive payment under the American Rescue Plan (ARP) Funds for the school year commencing 9/1/2022 - 6/30/2023.

**12 Title I Programs:**

- A. Recommend approval for the attached list of employees to receive payment under Title I funds for the school year commencing 9/1/2022 - 6/30/2023.

**13. Title I SIA Programs:**

- A. Recommend approval for the attached list of employees to receive payment under Title I SIA funds for the school year commencing 9/1/2022 - 6/30/2023.

SUPPORT STAFF 14-22:

**14. Recommended for Continuing Employment for the School Year 7/1/2023 - 6/30/2024 (Attached)**

**15. Secretarial Services:**

- A. Recommended leave of absence requests:

<u>Employee #14282</u> HSS Secretary	Family	4/20/2023; 4/27/2023 5/4/2023
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<u>Employee #15007</u> SB CST Secretary	Medical Ext.	5/1/2023 – 6/30/2023
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**16. Special Education Paraprofessionals:**

- A. Recommended Change of Contract Start Date:

<u>AnnMarie Nicholson</u> ELC Tier II Paraprofessional	5/8/2023
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- B. Recommended leave of absence requests:

<u>Employee #13979</u>	Family	4/20/2023 – 4/21/2023
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**Toms River, New Jersey, May 17, 2023**

IS Tier I Paraprofessional		5/11/2023 – 5/12/2023
<u>Employee #14141</u>	Medical	4/27/2023 – 4/30/2023
IE Tier I Paraprofessional	Ext.	(revised leave end date)
<u>Employee #16800</u>	Medical	4/7/2023 – 5/21/2023
CG Tier II Paraprofessional	Ext.	
<u>Employee #17008</u>	Personal	4/7/2023 – 5/26/2023
WAL Tier II Paraprofessional	Ext.	

**17. Cafeteria/Playground Aides:**

A. Recommended leave of absence requests:

<u>Employee #10111</u>	Personal	5/26/2023 – 6/5/2023
East Dover		
<u>Employee #13353</u>	Personal	6/12/2023 – 6/16/023
Cedar Grove		
<u>Employee #14610</u>	Personal	5/17/2023 – 5/19/2023
East Dover		
<u>Employee #14646</u>	Personal	5/4/2023 – 5/9/2023
Pine Beach		

B. Recommended for placement on the substitute list at a rate of \$14.13 per hour effective 5/18/2023:

Danene V. Black  
Youngmyoung Heo  
Helen T. Lasky

**18. Custodial Department:**

A. Recommended for employment and approval to attend training to receive Black Seal/Low Pressure License to be reimbursed upon issuance of license at a cost of no greater than \$462.00.

<u>Anthony Graziano</u>	(R)	\$45,941.64
HSS Night Custodian	7/5/2023 – 1/5/2024	(Prorated)

B. Recommended change of employment:

<u>Karl R. Jaccoud</u>	WD Head Custodian	\$47,486.92
STRE Custodian	5/18/2023 – 6/30/2023	(Prorated)

C. Recommended for employment beyond the probationary period:

		<i>Effective Dates:</i>
<u>Kevin Gibbons</u>	STRE Head Custodian	9/18/2022 – 6/30/2023
<u>Richard L. Graff III</u>	HSN Day Custodian	9/18/2022 – 6/30/2023

D. Recommended for placement on the substitute list at a rate of \$16.07 per hour effective 5/1/2023:

Helen M. Clevenger

**19. Food Services Department:**

A. Recommended leave of absence requests:

<u>Employee #10098</u>	Personal	6/8/2023 – 6/9/2023
SB Cafeteria Worker		

**20. Grounds Department:**

A. Recommended for employment beyond the probationary period:

<u>Vincent DeMaio Jr.</u>	Groundskeeper	<i>Effective Dates:</i> 12/17/2022 – 6/30/2023
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**21. Maintenance Department:**

A. Recommended for employment beyond the probationary period:

<u>Tyler J. Ricciardi</u>	Tradesman - HVAC	<u>Effective Dates:</u> 3/27/2023 – 6/30/2023
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**22. Transportation Department:**

A. Recommended for Employment:  
{ Code = (R) Replacement }

<u>Susan J. Hess</u>	(R)	\$25,201.80
Sped Bus Attendant	5/18/2023 – 6/30/2023	(Prorated)

B. Recommended change of employment:

<u>Ricardo Diaz</u>	Sped Bus Attendant	\$25,201.80
Regular Bus Driver	5/10/2023 – 6/30/2023	(Prorated)

<u>Carol A. Peck</u>	Regular Bus Driver	\$33,963.00
Sped Bus Attendant	4/28/2023 – 6/30/2023	(Prorated)

C. Recommended leave of absence requests:

<u>Employee #15104</u>	Family	5/9/2023
Regular Bus Driver		

<u>Employee #15132</u>	Family	4/29/2023 – 6/30/2023
Sped Bus Attendant	Ext.	

<u>Employee #16754</u>	Family	4/26/2023;
Regular Bus Driver		5/8/2023 – 5/12/2023

D. Suspension without pay:

<u>Employee #15567</u>	5/3/2023 – 5/9/2023
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**23. Extracurricular:**

A. Half Year Spring Extracurricular Recommendations & Payments (2022 – 2023):

Lisa A. Dowd IN Bowling Club \$549.22

B. School Play Recommendations & Payments (2022 – 2023):

John Maurer\* HSE Photographer/Videographer \$1,200.00

C. Spring 2022 – 2023 Coaching Recommendations & Payments:

Steven Pagano\* HSN Asst. Baseball \$5,401.00; Step 3

*\*On Approved Sub List*

**24. Summer Employment Recommendation:**

A. AMERICAN RESCUE PLAN (ARP) Funded Summer Acceleration Program for Rising 1<sup>st</sup> Graders Program (Attached)

B. AMERICAN RESCUE PLAN (ARP) Funded Summer Character Education Curriculum Writing/Implementation Program (Attached)

C. AMERICAN RESCUE PLAN (ARP) Funded Summer Art Club Program (Attached)

**25. Substitute Nurses/Athletic Trainer/Secretaries/Administrators (Attached)**

**26. Off Payroll Report (Attached)**

**27. Support Staff Paid Holiday Schedule (Attached)**

*On roll call following the vote:*

*Ayes: Contessa, Howe, Morrison, Nardini, Polozzo, Williams, Eagan*

*Noes: Polozzo on #2D*

*Recused: Nardini on #2A and Eagan on ##2D*

*Abstained: None*

*Absent: Lamb, Kidney*

**EDUCATIONAL PROGRAM AGENDA (#1-#7)**

*A motion was made by Mrs. Polozzo, seconded by Mrs. Williams and carried that the following Educational Program Agenda (#1-7) be approved:*

**EDUCATIONAL PROGRAMS ITEMS #1-#7**

1. **Application for Reimbursement of Professional Graduate Courses** (Attached)
2. **Donations:**
  - A. Recommend the attached be accepted with thanks.
3. **Educational Activity Requests** (Attached)
4. **Extracurricular:**
  - A. Recommended approval for the High School North “Mariner” Marching Band, Color Guard, Orchestra and Theater students to attend a trip to Boston, MA. The event will take place April 10, 2024 – April 14, 2024. The event will be at no cost to the Board of Education.
5. **Graduate Reimbursement** (Attached)
6. **Student Services:**
  - A. Out-of-District Day Placement Requests (Attached)
  - B. Tuition Pupils Received Requests (Attached)
  - C. Commission for the Blind and Visually Impaired Requests (Attached)
7. **Recommended Professional Leave Requests** (Attached)

*On roll call following the vote:*

*Ayes: Contessa, Howe, Morrison, Nardini, Polozzo, Williams, Eagan*

*Noes: None*

*Recused: None*

*Abstained: None*

*Absent: Lamb, Kidney*

### **OLD BUSINESS**

There were none.

### **NEW BUSINESS**

Mrs. Williams acknowledged Mr. Vinnie Rotunda, former class President, who was a 2019 High School East graduate. Congratulations on being the Valedictorian at Fairfield University.

Mrs. Polozzo wished the Class of 2023 a happy and safe prom season and wanted to express her gratitude to the entire Toms River Regional School staff for helping them grow and learn to get them to this point.

Mrs. Howe commented that Ms. O'Hara from Hooper Avenue Elementary School, was recognized in People Magazine for a project she does every year in her class for Mother's Day. Mrs. Howe reminded everyone about the food distribution for our community on Fridays at the Presbyterian Church on Hooper Avenue for families in need.

Mrs. Morrison mentioned that students at Beachwood Elementary School were spreading the word that May is Mental Health Awareness Month. Beachwood Elementary School created "Spread a Little PawsActivity" where you will hear the elementary students give jokes, pep talks and words of encouragement. The Junior Chef Competition at High School East was fantastic and she congratulated all of the students who participated.

### **APPROVAL OF THE FISCAL YEAR REORGANIZATION AGENDA ITEMS (#33-#68) AS LISTED IN THE AGENDA**

*A motion was made by Mr. Nardini, seconded by Mrs. Polozzo and carried that the Approval of the Fiscal Year Reorganization Agenda Items (#33-#68) as listed in the Agenda be approved.*

**33. Approval of the Petty Cash Account Resolution (attached)**

**34. Approval of the Imprest Fund Account Resolution (attached)**

**35. Approval to Re-adopt all Board Policies**

**36. Approval to authorize the Superintendent and Business Administrator to approve construction contract change orders up to \$150,000 for the district Rebuilding Our School Initiative (subsequent to the review and approval by the District Manager of Capital Projects and the district engineer), between Board meetings with ratification by the Board at the next scheduled action meeting**

**37. Approval to Reaffirm a \$50,000 threshold whereby Insurance, Legal and Workers Compensation Case Settlements require specific Board Approval**

**38. Appointment of William J. Doering as Business Administrator, Public Agency Compliance Officer, Qualified Purchasing Agent**

**39. Appointment of Mrs. Wendy Saxton as Board Secretary**

**40. Approval of the Standard Operating Procedure Manual**

**41. Appointment of Mrs. Sheri Pereira as Custodian of School Records**

**42. Appointment of James Ricotta, Megan Osborn, Brian Blake, Beverlee Tegeder, Wendy Rozwadowski Dravis, James Cleveland, Jason Julio, Jeff Ryan, Adrienne Gold and Carol Scran as Affirmative Action Officers and Authorize the AAO to Conduct Yearly Equity Training for all Staff**

**43. Appointment of James Ricotta and Ralph Solomone as School Safety Specialist**

**44. Approval to Designate Mrs. Wendy Saxton, Board Secretary, as School Funds Investor**

- 45. Approval of Director of Payroll- Donald Kafer as Certifying Officer for the District's State Pension Plans and Business Administrator William Doering as the Supervisor of Certifying Officer**
- 46. Appointment of School Treasurer - Mr. Matthew Varley**
- 47. Motion to Approve Official Newspaper – Asbury Park Press & The Star Ledger**
- 48. Motion to Approve Membership in N.J.S.I.A.A. – 2023-2024 School Year**
- 49. Motion to Approve Regular Meeting Night – 3rd Wednesday of Each Month**
- 50. Approval of 403b Plan Document, Tax Shelter Annuity Companies and Disability Insurance Providers (attached)**
- 51. Approval of the Uniform Minimum Chart of Accounts for Public Schools (Detailed Location and Category Codes will be assigned for Internal Tracking Purposes Only)**
- 52. Approval of the Annual Tuition Rates as Established by the New Jersey State Department of Education through the Annual Budget Program (2023-24)**
- 53. Approval of Resolution authorizing private schools for children with special needs to provide breakfast and lunch to the students enrolled through the food services of said private schools for children with special needs. The Toms River Regional School District does not require the private school to apply for and receive funding from the Child Nutrition Program nor to charge students for a reduced or paid meal**
- 54. Appointment of Anthony Baccello as Asbestos Management Officer**
- 55. Appointment of Pat Thomas as Coordinator of Substance Awareness Program**
- 56. Appointment of Edward Gillen as Title IX Coordinator**
- 57. Appointment of Anthony Baccello as Air Quality Designees**

- 58. Appointment of Sam Pepe as Integrated Pest Management Coordinators**
- 59. Appointment of Anthony Baccello as Right to Know Officer**
- 60. Appointment of Anthony Baccello as Chemical Hygiene Officer**
- 61. Appointment of Anthony Baccello as AHERA Coordinators**
- 62. Appointment of Adrienne Gold 504 Compliance Coordinator**
- 63. Appointment of Joy Forrest as Homeless Liaison**
- 64. Appointment of Dr. Raymond Roncin Jr. as School Dentist**
- 65. Appointment of Dr. Mary Ann McCabe as Health Services Director and Appointment of Dr. Gregory J. Cuzzo as School Physician**
- 66. Approval of Procurement of Goods & Services through State, County and National Contracts and Cooperatives**
- 67. Approval for Authorization to Award Contracts up to the Bid Threshold of \$44,000 and the quote threshold of \$6,600 in Accordance with the provisions for a Qualified Purchasing Agent**
- 68. Approval to Authorize the Payment of Bills Subsequent to the Review of the Payment Claim by the Board Secretary and Business Administrator, between Board Meetings with Ratification by the Board at the Next Regularly Scheduled Meeting**

*On roll call following the vote:*

*Ayes: Contessa, Howe, Morrison, Nardini, Polozzo, Williams, Eagan*

*Noes: Contessa – Resolution #5 on Policy #1523, 1140, 5755, 2260, 2421, 5756 and 2422*

*Recused: None*

*Abstained: None*

*Absent: Lamb, Kidney*

**COMMENTS FROM GUESTS AND PRESS – AGENDA ITEMS ONLY** *(limited to 5 minutes as per Board Policy # 0167 – Public Participation in Board Meetings)*

There were none.

**MOTION TO ADJOURN**

*A motion was made by Mrs. Polozzo, seconded by Mr. Nardini and carried that the meeting be adjourned at 9:02 P.M.*

*All members present voting Aye.*

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*Wendy L. Saxton, Board Secretary*