

MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION
REGULAR MONTHLY MEETING
October 27, 2021 9:00 AM
Meeting to be held via Virtual Platform

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Meeting Notice**
- 4. Roll Call**
- 5. Executive (Closed) Session**
- 6. Acceptance of Minutes**
- 7. School Business Administrator's Monthly Certification of Financial Status**
- 8. Monthly Certification of Financial Status**
- 9. Budget Transfers**
- 10. Payment of Bills**
- 11. Correspondence**
- 12. Information and Discussion**
- 13. Motions**
 - A. General**
 - B. Personnel**
 - C. Transportation**
- 14. Superintendent's Report**
- 15. Old Business**
- 16. New Business**
- 17. Public Comments**
- 18. Adjournment**

"The Mission of the Monmouth Ocean Educational Services Commission (MOESC) is to provide high quality, cost-effective programming and services geared to local school districts' individual and administrative needs.

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Meeting Notice:**

PURSUANT TO THE REQUIREMENTS OF STATUTE (N.J.S.A. 10:4-9 ET SEQ.), OTHERWISE KNOWN AS THE “SUNSHINE LAW,” ADEQUATE NOTICE OF THIS MEETING HAS BEEN PROVIDED THAT THE MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION BOARD OF DIRECTORS WOULD BE HOLDING ITS REGULAR MEETING TODAY, WHICH SPECIFIED THE DATE, TIME AND PLACE OF ITS MEETING. SUCH NOTICE WAS PRINTED AS PART OF THE ANNUAL MEETING NOTICE REQUIREMENT OF THE LAW IN THE OFFICIAL NEWSPAPERS OF THE COMMISSION FOLLOWING THE REORGANIZATION MEETING OF THE COMMISSION. THE MEETING NOTICE HAS ALSO BEEN POSTED PUBLICLY AT DISTRICT FACILITIES, AND SENT TO ALL MEMBER DISTRICTS BY ELECTRONIC MAIL AND BY REGULAR MAIL TO THE COUNTY CLERKS OF THE COUNTY OF MONMOUTH AND THE COUNTY OF OCEAN AND ALL OTHERS ON THE COMMISSION’S NOTICE REQUEST LIST. IN SUCH NOTICE IT WAS STATED THAT ACTION MAY BE TAKEN ON ALL AGENDA ITEMS AND SUCH OTHER ITEMS THAT MAY COME BEFORE THE COMMISSION AT THAT TIME.

4. **Roll Call**

5. **Executive (Closed) Session**

Pursuant to N.J.S.A. 10:4 -12(b), the public is hereby excluded so that the Board can meet in Executive Session to discuss personnel, contract and litigation matters; and review the Executive Session Minutes from September 22, 2021. Though the Board cannot guarantee it, the estimated time in Executive Session will be approximately **15 minutes**.

6. **Acceptance of Minutes**

To accept the Minutes from: (AV)

- September 22, 2021 Regular Meeting, and;
- September 22, 2021 Executive Session.

7. **School Business Administrator’s Monthly Certification of Financial Status**

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, the Monmouth Ocean Educational Services Commission Board of Directors accepts the Board Secretary/School Business Administrator’s Certification for the months ending June 30, 2021 and that no line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10 (b) and that funds are available for the remainder of the fiscal school year.

8. **Monthly Certification of Financial Status**

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the members of the Monmouth Ocean Educational Services Commission Board of Directors certify that for the month ending July 30, 2021 after review of the Report of the Secretary to the Board of Directors and upon consultation with the 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:23A-16.10 (b) and that sufficient funds are available for the remainder of the fiscal school year. (AV)

- [Board Secretary's Report 21-7](#), [Cash Report 21-7](#)

9. Budget Transfers

To approve Budget Transfers 20-21 YTD: July 1, 2021 through July 31, 2021 (AV)

- [Expense Account Adjustments 21-7](#)

10. Payment of Bills

To note payment of Bills and Claims paid 09/17/2021 through 10/22/2021 in the amount of \$4,446,035.95; To note payment of the 9/15/2021 payroll in the amount of \$302,528.48; employer's share of the 9/15/2021 FICA in the amount of \$12,869.16; to note payment of the 9/30/2021 payroll in the amount of \$352,991.21; employer's share of the 9/30/2021 FICA in the amount of \$16,692.72; to note payment of the 10/15/2021 payroll in the amount of \$361,783.08; employer's share of the 10/15/2021 FICA in the amount of \$17,391.58. (CA)

11. Correspondence

12. Information and Discussion

13. Motions

The following motions have been recommended by the Superintendent:

A. GENERAL

A1. To Approve Student Enrollment

To approve the following Student Enrollment at the Regional Achievement Academy as of September 30, 2021: 7

Transfer In: N/A

Billed To	Student ID #	Start Date

Transfer Out: N/A

Billed To	Student ID #	End Date
NA		

A2. To Approve Field Trips

To approve the following adventure education field trips for the Regional Achievement Academy Programs for November 2021.

11/8/21	Shoprite - Breakfast / Lunch Shopping	Up to 20 Students	\$0.00 Gas Only
11/10/21	Fishing - Manasquan / Pt. Beach	Up to 20 Students	\$0.00 Gas Only
11/12/21	Hiking - Hartshorne	Up to 20 Students	\$0.00 Gas Only
11/15/21	Shoprite - Breakfast / Lunch Shopping	Up to 20 Students	\$0.00 Gas Only

October 27, 2021 Regular Board Meeting

11/19/21	Fishing - Manasquan / Pt. Beach	Up to 20 Students	\$0.00 Gas Only
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A3. To accept and approve the HIB report for September 2021.

Number of Reports	Number of reports where HIB occurred	Status of all investigations	Nature of the bullying	Investigator's Name	Type & nature of discipline imposed	Any other measures imposed	Training conducted to reduce HIB	Programs implemented to reduce HIB
0	N/A	N/A	N/A	N/A	N/A	N/A		Positive Behavior Intervention and Supports Wyman TOPS Club

A4. To affirm the HIB Report for September 2021.

A5. To Approve Policies and Regulations ([Click here for Link](#))

To approve the first reading of new and revised Policies and Regulations. (CA)

P2422	Comprehensive Health and Physical Education (M) (Revised)
P2467	Surrogate Parents and Resource Family Parents (M) (Revised)
P5111	Eligibility of Resident/Nonresident Students (M) (Revised)
P5116	Education of Homeless Children (Revised)
P & R 7432	Eye Protection (M) (Revised)
P8420	Emergency and Crisis Situations (M) (Revised)
R8420.1	Fire and Fire Drills (M) (Revised)
P8540	School Nutrition Programs (M) (Revised)
P8550	Meal Charges/Outstanding Food Service Bill (M) (Revised)
P8600	Student Transportation (M) (Revised)
P6115.01	Federal Awards/Funds Internal Controls - Allowability of Costs (M) (New)
P6115.02	Federal Awards/Funds Internal Controls - Mandatory Disclosures (M) (New)
P6115.03	Federal Awards/Funds Internal Controls - Conflict of Interest (M) (New)
P6311	Contracts for Goods or Services Funded by Federal Grants (M) (Revised)

A6. To Approve Revised Meeting Date

To amend the meeting dates for the Monmouth-Ocean Educational Services Commission Board of Directors’ Meeting originally approved at the June 2, 2021 Reorganization Meeting. The change will be to the November meeting, the new date will be November 18, 2021 at 1:30 p.m. (BP) [MOESC Notice of Meeting Dates](#)

Notice of Meeting Dates

<u>Date</u>	<u>Time</u>
July 28, 2021	9:00 a.m.
August 25, 2021	9:00 a.m.
September 22, 2021	1:30 p.m.
October 27, 2021	9:00 a.m.
*November 18, 2021	1:30 p.m.
December 22, 2021	9:00 a.m.
January 26, 2022	1:30 p.m.
February 23, 2022	9:00 a.m.
March 23 2022	1:30 p.m.
April 27, 2022	9:00 a.m.
May 11, 2022	1:30 p.m.
June 1, 2022 Reorganization Meeting	9:00 a.m.

A7. To Recommend Attendance at Workshops

To recommend the Board of Directors approve attendance at the below listed workshops, for the individuals listed at the costs indicated. Said travel is directly related to and within the scope of the current responsibilities of the listed employees, is critical to the instructional needs of the district, will improve the participant’s skills and knowledge, and/or further the efficient operations of the district. The costs associated with attendance are statutorily authorized travel expenditures and are within the annual maximum travel expenditure amount of the commission. (JG/KM)

Name	Conference	Dates	Cost
Tracey Mauro	Wilson Language Training - The Dyslexia Foundation Fall Conference	10/15/2021	\$169.00
Samantha Mancuso	The Multiple Self-States Drawing Technique: Creative Assessment and Treatment with Children and Adolescents	10/22/2021	Free
Samantha Mancuso	Social Emotional Character Development	11/11/2021	Free

A8. To Approve Assessment

To approve the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for The Regional Achievement Academy for the school year July 1, 2020 through June 30, 2021. [Regional Achievement Academy - Self Assessment Grades](#) (BP)

A9. To Approve Business Services Agreement Extension

To approve a second extension of the Business Services Agreement between the Bayshore Jointure Commission and Monmouth Ocean Educational Services Commission for the period of August 1, 2021 through November 30, 2021 at a fee of \$5,000.00 per month. (AV)

A10. To Approve Annual IPM

[Integrated Pest Management Policy for 900 Green Grove Road](#)
[Integrated Pest Management Policy for 100 Tornillo Way](#)

A11. To Approve Facility Use

To approve the facility use (classrooms) at 100 Tornillo Way on Wednesday, November 17, 2021 from 5:30 p.m. to 8:30 p.m. by the Bayshore Jointure Commission for the Shore Center for Students with Autism Virtual Fall Teacher/Parent Evening Conferences. (CA)

A12. To designate **Joanna Giuliano** as the **Title IX Coordinator** for the period of October 27, 2021 until the next reorganization meeting of the Commission. (BP)

A13. To Accept Bid

To accept the following respondent's unit prices for **Bid 22-12 • Homeless Student Strategic Planning Services 2021-2022** from the bid opening on October 19, 2021: (CA)

Bid 22-12• Homeless Student Strategic Planning Services 2021-2022	Max Bid	Monarch Housing Association
Total Project	--	\$45,000

A14. To Award Contract

To approve an award of a contract to the following respondent's unit prices for **Bid 22-12• Homeless Student Strategic Planning Services 2021-2022** from the bid opening on October 19, 2021: (CA)

Bid 22-12• Homeless Student Strategic Planning Services 2021-2022	Max Bid	Monarch Housing Association
Total Project	--	\$45,000

A15. To Approve Facility Use

October 27, 2021 Regular Board Meeting

To approve the facility use (gymnasium) at 100 Tornillo Way on Thursday, December 2, 2021 and Friday, December 3, 2021 from 7:30 a.m. to 4:00 p.m. by the Bayshore Jointure Commission for the Shore Center for Students with Autism Winter Concert. (CA)

A16. To Approve Facility Use

To approve the facility use (gymnasium) at 100 Tornillo Way on Friday, October 29, 2021 from 1:00 p.m. to 2:45 p.m. by the Bayshore Jointure Commission for the Shore Center for Students with Autism Trunk and Treat. (CA)

A17. To Approve the Job Description for Executive Assistant to the SBA: [Executive Assistant to the SBA Job Description](#)

B. PERSONNEL

I recommend the Board approve/ratify the appointment of the following named individuals who constitute a careful selection and screening of applicants and are hereby recommended for an employment contract contingent upon the successful completion of their degree program, New Jersey Department of Education certification requirements, Federal NCLB Highly Qualified Teacher Requirements, a criminal history clearance and the successful completion of a medical examination as required by the Board of Education. These initial appointments may be changed as District needs develop unless otherwise stipulated.

B1. Non-Certificated Staff - To approve the following:

Name	Title	Bill To	Salary/Budget Code	Effective
Christina Aponte (New Hire)	PT Instructional Assistant APPS	Toms River	\$18.00/hour 70-018-100-106-780-178	10/06/2021 - 06/30/2022
Penny Oko (New Hire)	PT Instructional Assistant IDEA	Ocean Twp.	\$18.00/hour 20-250-100-106-334-154	10/25/2021 - 06/30/2022
Elizabeth Burns (New Hire)	PT Instructional Assistant IDEA	Howell, Holmdel & Asbury Park	\$18.00/hour 20-250-100-106-845-127 20-250-100-106-620-126 20-250-100-106-623-102	10/28/2021 - 06/30/2022
James Carey (New Hire)	PT Custodian	MOESC	\$16.50/hour 11-000-262-110-000-001	10/25/2021 - 06/30/2022 (pending completion of paperwork)
Jamarah Coles (New Hire)	PT Instructional Assistant APPS	Little Egg Harbor	\$16.30/hour 70-018-100-106-370-137	11/08/2021 - 06/30/2022 (pending completion of paperwork)
Andrew Deehan (New Hire)	FT Instructional Assistant APPS	Point Pleasant Boro	\$17.20/hour 70-018-100-106-600-160	10/18/2021 - 06/30/2022
Dona Fanara (New Hire)	FT Instructional Assistant APPS	FRHSD	\$17.20/hour 70-018-100-106-210-121	10/04/2021 - 06/30/2022
Maria Schepps (New Hire)	FT Instructional Assistant APPS	FRHSD	\$17.20/hour 70-018-100-106-210-121	10/25/2021 - 06/30/2022

October 27, 2021 Regular Board Meeting

Orry Katz (New Hire)	FT Instructional Assistant APPS	Neptune	\$17.20/hour 70-018-100-106-520-152	11/08/2021 - 06/30/2022 (pending completion of paperwork)
Erin Labozetta (New Hire)	FT Instructional Assistant APPS	Freehold Borough	\$15.50/hour 70-018-100-106-200-120	11/08/2021 - 06/30/2022
April Lamb (New Hire)	PT Instructional Assistant APPS	Freehold Borough	\$18.00/hour 70-018-100-106-200-120	10/05/2021 - 06/30/2022
Madison Mahaffey (New Hire)	FT Instructional Assistant APPS	FRHSD	\$15.50/hour 70-018-100-106-210-121	11/08/2021 - 06/30/2022 (pending completion of paperwork)
Natasha Majett (New Hire)	PT Instructional Assistant APPS	Point Pleasant Beach	\$16.30/hour 70-018-100-106-590-159	10/25/2021 - 06/30/2022
Nadia Mena (New Hire)	FT Instructional Assistant APPS	Plumsted	\$17.20/hour 70-018-100-106-580-158	10/18/2021 - 06/30/2022
Lauren Murdocca (New Hire)	FT Instructional Assistant APPS	FRHSD	\$17.20/hour 70-018-100-106-210-121	10/28/2021 - 06/30/2022
Fallon Oates (New Hire)	FT Instructional Assistant APPS	Freehold Borough	\$17.20/hour 70-018-100-106-200-120	10/28/2021 - 06/30/2022
Jahquin Robinson (New Hire)	FT Instructional Assistant APPS	FRHSD	\$17.20/hour 70-018-100-106-210-121	10/28/2021 - 06/30/2022
Jessica Shornock (New Hire)	FT Instructional Assistant APPS	Neptune	\$17.20/hour 70-018-100-106-520-152	11/08/2021 - 06/30/2022 (pending completion of paperwork)
Stephanie Spector-Shutman (New Hire)	PT Instructional Assistant IDEA	Asbury Park	\$18.00/hour 20-250-100-106-623-102	10/12/2021 - 10/13/2022
Katherine Tighe (New Hire)	PT Instructional Assistant APPS	Toms River	\$18.00/hour 70-018-100-106-780-178	10/18/2021 - 06/30/2021
Kelly Blanco-Cubero (New Hire)	PT Instructional Assistant APPS	Toms River	\$18.00/hour 70-018-100-106-780-178	11/08/2021 - 06/30/2021 (pending completion of paperwork)
Shannon Wall (New Hire)	PT Instructional Assistant IDEA	Holmdel	\$18.00/hour 20-250-100-106-715-126	10/12/2021 - 06/30/2022
Jake Connors (RESCINDED)	FT Instructional Assistant APPS	FRHSD	\$17.20/hour 70-018-100-106-210-121	09/01/2021 - 06/30/2022 (pending completion of paperwork)
Deborah Abecasis Farhi (RESCINDED)	PT Instructional Assistant IDEA	Eatontown	\$18.00/hour 20-250-100-106-982-117	10/01/2021 - 06/30/2022 (pending completion of paperwork)
Margaret Alison Reiff (RESCINDED)	Substitute Instructional Assistant APPS	MOESC	\$13.88/hour 70-018-100-106-000-000	09/01/2021-06/30/2022 (pending completion of paperwork)

B2. Certificated Staff - To approve the following:

Name	Title	Bill To	Salary/Budget Code	Effective
Ann Keyser (New Hire)	Home Instructor	MOESC	\$30.00/hour 70-150-100-101-000-036	10/28/2021 - 06/30/2022
Tammy Weinick	Home Instructor	MOESC	\$30.00/hour 70-150-100-101-000-036	07/01/2021 - 06/30/2022

B3. Change In Status - To approve the following:

Name	Title	Bill To	Salary/Budget Code	Effective
Marie Kelly-Gilbride	PT Instructional Assistant IDEA	From:Hamilton To: Hamilton & Somers Point	From: \$18.00/hour 20-250-100-106-797-212 To: \$18.00/hour 20-250-100-106-797-212 20-250-100-106-769-640	09/29/2021 - 06/30/2022
Virginia Zeidner	FT Instructional Assistant APPS	From: Neptune To: Rumson Fair Haven	\$17.20/hour From: 70-018-100-106-520-152 To: 70-018-100-106-640-164	10/13/2021 - 06/30/2022
Jessica Zampella	From: Substitute Instructional Assistant To: PT Instructional Assistant IDEA	From: MOESC To: Middletown	From: \$13.88/hour 70-018-100-106-000-000 To: \$18.00/hour 20-250-100-106-570-147	11/01/20201 - 06/30/2022

B4. Resignations - To approve the following:

Name	Title	Salary	Effective
Carolina Beelitz	FT Instructional Assistant APPS	\$17.20/hour	10/02/2021
Jennifer Loshiavo	PT Instructional Assistant IDEA	\$18.00/hour	09/23/2021
Nancy Lourenco	FT Instructional Assistant APPS	\$17.20/hour	10/06/2021
Noelle Meltsch	PT Instructional Assistant APPS	\$18.00/hour	10/18/2021
Natalie Ostermann	FT Instructional Assistant APPS	\$17.20/hour	10/23/2021
Kristina Parke	FT Instructional Assistant APPS	\$17.20/hour	10/15/2021
Yordania Cortinas	FT Instructional Assistant APPS	\$17.20/hour	10/18/2021
Etna O'Brien	FT Instructional Assistant APPS	\$17.20/hour	11/04/2021
Ebonee Markham	PT Supervisor / Trenton	\$340.00/day	12/17/2021

B5. Terminations- To approve the following:

Name	Title	Salary	Effective
Mary Alice Davies	PT Bus Aide APPS	\$16.30/hour	10/12/2021

October 27, 2021 Regular Board Meeting

- B6.** To approve the unpaid Personal Leave of Absence for **employee #7891** as follows:
Effective: 09/27/2021 - 10/29/2021 **employee #7891** will be unpaid.
- B7.** To approve the unpaid Personal Leave of Absence for **employee #8478** as follows:
Effective: 10/12/2021 - 10/20/2021 **employee #8478** will be unpaid.
- B8.** To approve the unpaid Personal Leave of Absence for **employee #4261** as follows:
Effective: 01/03/2022 - 01/31/2022 **employee #4261** will be unpaid.
- B9.** To approve the unpaid Personal Leave of Absence for **employee #8329** as follows:
Effective: 10/25/2021 - 11/12/2021 **employee #8329** will be unpaid.
- B10.** To approve the REVISED Maternity Leave of Absence for **employee #8289** as follows:
From: Effective: 10/25/2021 - 11/12/2021 **employee #8289** will be paid.
Effective: 11/12/2021 - 12/17/2021 **employee #8289** will be unpaid.
To: Effective: 10/25/2021 - 11/08/2021 **employee #8289** will be paid.
Effective: 11/08/2021 - 12/17/2022 **employee #8289** will be unpaid.

To approve the Family Leave of Absence for **employee #8289** as follows:
Effective: 12/20/2021 - 01/14/2022 **employee# 8289** will be unpaid

- C. TRANSPORTATION ([Transportation Quotes and Bids for October 2021](#)) (BP)**
 - 191-A - To Approve Quoted Routes for the 2020-2021 school year
 - 191-B - To Approve Quoted Routes for the 2021-2022 school year
 - 191-C - To Accept Bids (Bid T-22-06) for the 2021-2022 school year
 - 191-D - To Accept Bids (Bid T-22-07) for the 2021-2022 school year
 - 191-E - To Award Bids (Bid T-22-04) for the 2021-2022 school year
 - 191-F - To Award Bids (Bid T-22-05) for the 2021-2022 school year
 - 191-G - To Award Bids (Bid T-22-06) for the 2021-2022 school year
 - 191-H - To Award Bids (Bid T-22-07) for the 2021-2022 school year

14. SUPERINTENDENT’S REPORT

- A. Fire Drills/ Lock Downs District: MOESC - Month of September 2021 (BP)**

Emergency Drill Summary

School/Building	Drill Type	Occupants Involved	Date & Time
RAA/Tornillo Way	Fire Drill	All Staff	09/15/21; Start 9:06 AM; Duration of Drill 6 minutes
RAA/Tornillo Way	Communications Drill	All Staff	09/20/21
Administration Building	Fire Drill	All Staff	09/27/21; Start 1:39 PM; Duration of Drill 2 minutes

- B. Enrollment:**

October 27, 2021 Regular Board Meeting

B1. To note that the enrollment as of October 1, 2021 at the Regional Achievement Academy is 7 students.

Enrollment Comparison:

October 1, 2020:	10
October 1, 2021:	7

- 15. Old Business**
- 16. New Business**
- 17. Public Comments**
- 18. Adjournment**