

**RESOLUTIONS OF THE WEST LONG BRANCH BOARD OF EDUCATION**  
**Regular Public Meeting Minutes – Virtual Meeting 7:00 p.m.**  
**Tuesday, April 27, 2021**

**VISION**

*Our vision for the West Long Branch Public School District is to produce socially responsible students who are lifelong learners equipped with the necessary skills to succeed at the next level of secondary education.*

**MISSION**

*Our mission for the West Long Branch Public School District is to put students first! In collaboration with all stakeholders, we will provide a safe and secure learning environment free from bias, increased academic rigor, cutting edge technology, and state-of-the-art facilities.*

**Mrs. Skellinger called the meeting to order at 7:00 p.m.**

"In accordance with the provisions of the Open Public Meetings Act, the West Long Branch Board of Education has issued notice of this meeting to be publicized by having the date, time and location of the meeting posted at Betty McElmon Elementary, Frank Antonides School and the West Long Branch Public Library and mailed to the Asbury Park Press and The Link, which have been designated as the Board's official newspapers. Notice was also filed with the Borough Clerk and sent to those persons requesting that such notice be mailed to them."

**PLEDGE OF ALLEGIANCE**

**The Pledge of Allegiance was led by the following students:**

*Chloe Chambers and Rafael Lima Coelho*

**The Following Members of the Board of Education were Present:**

Mrs. Cavanaugh (entered at 7:10 pm)	Mrs. Gassman
Mr. Kramer	Mr. Pringle
Mrs. Skellinger	Mrs. Scullion
Mrs. Tabakman-Plancher	

**The Following Member of the Board of Education was Absent:**

Mr. Riley	Mr. Waters
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**Also in Attendance:**

Christina Egan,	Superintendent
Corey Lowell,	School Business Administrator/Board Secretary
Viola Lordi, Esq.,	Board Attorney



**STATEMENT TO THE PUBLIC**

*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 a 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, only then, is it placed on the agenda for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.*

**PRESENTATIONS:**

- March Students of the Month Presentation

**BME:**

Pre-K –	Eli Ezon
Kindergarten –	Lillian DeMeter
1 <sup>st</sup> Grade –	Sofia Ferragina
2 <sup>nd</sup> Grade –	Brayden Burlew
3 <sup>rd</sup> Grade –	Devyn Thomas
4 <sup>th</sup> Grade –	Kayla Delia

**FAS:**

5 <sup>th</sup> Grade –	Brian Sisk
6 <sup>th</sup> Grade –	Adrianna Goldrick
7 <sup>th</sup> Grade –	Jasias Colon
8 <sup>th</sup> Grade –	Grant Hess

- 2021-2022 School Budget – Corey Lowell, School Business Administrator

**PUBLIC COMMENTS:**

None

**APPROVAL OF MINUTES**

March 16, 2021          Regular Public Meeting

**Motion offered by Mr. Kramer and seconded by Mr. Pringle was approved by a roll call vote of 7/0.**



**BUILDING AND GROUNDS RESOLUTIONS 1-2**

The West Long Branch Board of Education by means of a Consent Resolution accept various Resolutions of a routine and non-controversial nature at one time; and

Whereas, the below listed Resolutions are hereby accepted by the said Board of Education in whole as if the same were individually acted upon.

1. Move to approve, upon the recommendation of the Superintendent, use of the West Long Branch Schools' Playground, Outdoor Basketball Courts, Fields, the FAS/BME Art Room, Cafeteria, Gym, and 5 classrooms by the West Long Branch Recreation Commission, from June 28, 2021 through August 6, 2021, from 8:00 a.m. to 3:00 p.m. (Certificate of Insurance on File)
2. Move to approve, upon the recommendation of the Superintendent, use of the FAS back softball field by the WLB Men's Softball (Two Rivers Men's Softball League), for games from 5:45 p.m. to 8:30 p.m. for the following dates: (Certificate of Insurance on File)

July 20, 22 & 29, 2021

August 10, 12, 17, 19, 23, 24, 26 & 31, 2021

September 1, 2021

**Motion offered by Mr. Kramer and seconded by Mr. Pringle was approved by a roll call vote of 7/0.**

**CURRICULUM AND INSTRUCTION RESOLUTIONS 1-4**

The West Long Branch Board of Education by means of a Consent Resolution accept various resolutions of a routine and non-controversial nature at one time; and

Whereas, the below listed resolutions are hereby accepted by the said Board of Education in whole as if the same were individually acted upon.

1. Move to approve, upon the recommendation of the Superintendent, the following class trip(s)/academic event(s) as per attached Appendix A.
2. Move to retroactively approve, upon the recommendation of the Superintendent, Home Instruction for student ID #4035522912 as per physician. Student will be instructed at the rate of \$48.00 per hour, effective April 12, 2021 until further notice. Home instruction will be for 5 hours per week. Home Instructors will be Mrs. Heslin, Mr. Gulya and Ms. Shine.
3. Move to approve, upon the recommendation of the Superintendent, for Child Study Team Services LLC, an approved NJDOE agency to continue to provide Child Study Team services as needed effective May 3, 2021 until June 30, 2021 not to exceed \$20,000.
4. Move to approve, upon the recommendation of the Superintendent, for Students ID #8774054125 and #1530580121 as per the IEP to attend the Monmouth County Career Center Pre-Vocational Assessment in Freehold, NJ on the following dates, April 29-30, 2021 and May 6-7, 2021. Transportation to be provided by Shore Regional High School.



**Motion offered by Mrs. Tabakman-Plancher and seconded by Mrs. Cavanaugh was approved by a roll call vote of 7/0.**

**FINANCE RESOLUTIONS 1-12**

The West Long Branch Board of Education by means of a Consent Resolution accept various resolutions of a routine and non-controversial nature at one time; and

Whereas, the below listed resolutions are hereby accepted by the said Board of Education in whole as if the same were individually acted upon.

1. BE IT RESOLVED, that the Bills and Claims List for March 2021 and April 2021 be approved and

DCRP (March)	\$ 935.67
Bills & Claims Fund 10 (March)	\$135,313.10
Void Check (#9084, 9085, 9355)	\$ 44,609.20
Bills & Claims Fund 10 (April)	\$433,163.05
Bills & Claims Fund 20 (April)	\$ 23,164.50

BE IT FURTHER RESOLVED, that pursuant to NJAC 6A:23A-16.10(c)4 that after a review of the secretary's monthly financial report and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

2. BE IT RESOLVED, that the following financial reports be approved:
  - Report of the Board Secretary /Treasurer Dated:
    - February 28, 2021
  - That the listed budget transfer(s) be authorized in accordance with N.J.S.A. 18A:22-8.1:

**February (attached)**

- Monthly Budgetary Line Item Status Certification:

BE IT RESOLVED, that the Board Secretary for the Board of Education of the Borough of West Long Branch certifies that, pursuant to N.J.A.C. 6A:23A16.10(c)(3), as of February 28, 2021, that no line item account has encumbrances, and expenditures, which in total exceed the line item appropriate in violation of N.J.A.C. 6A:23A-16.10(a); and

BE IT FURTHER RESOLVED, that the Board of Education of the Borough of West Long Branch certifies that, pursuant to N.J.A.C. 6A:23A-16.10(c)(4), after review of the Board Secretary's monthly financial report and upon consultation with the appropriate District official that to the best of its knowledge no major account or fund has been over-expended and that sufficient funds are available to meet the District's financial obligations for the remainder of the year.



3. WHEREAS, the West Long Branch Board of Education adopted a tentative budget on March 16, 2021 to be submitted to the Executive County Superintendent of Schools for approval, and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on April 14, 2021 and

WHEREAS, the tentative budget was advertised in the legal section of the Asbury Park Press on April 21, 2021; and

WHEREAS the West Long Branch Board of Education requests the approval of a capital reserve deposit in the amount of \$76,550. The district intends to utilize these funds for roof replacement at the Frank Antonides Middle School.

WHEREAS, the tentative budget was presented to the public during a public hearing on April 27, 2021; and

NOW THEREFORE BE IT RESOLVED that the budget be adopted for the 2021-2022 School Year and the Secretary to the Board of Education be authorized to submit the following adopted budget to the Executive County Superintendent of Schools in accordance with the statutory deadline:

	General Fund	Special Revenues	Debt Service	Total
2021-22 Total Expenditures	\$12,048,514	\$ 565,326	\$ 601,122	\$12,936,937
Less: Anticipated Revenues	\$ <u>1,706,884</u>	\$ <u>565,326</u>	\$ <u>289,851</u>	\$ <u>2,284,036</u>
Taxes to be Raised	\$10,341,630	\$ 0	\$ 311,271	\$10,652,901

#### **A4F**

#### **Tax Levy Certification Form A and B**

4. BE IT RESOLVED, that the amount required for school purposes in the school district of West Long Branch, County of Monmouth for the 2021-2022 school year is \$10,652,901 and is required to be levied for local school district purposes.
5. RESOLVED that the West Long Branch Board of Education approve the Instructional Services Agreement for Chapters 192/193 effective July 1, 2021 through June 30, 2024 with MOESC as per the agreement on file in the Board Secretary's office.
6. RESOLVED that the West Long Branch Board of Education approve the Non-Public Nursing Services Agreement effective July 1, 2021 through June 30, 2024 with MOESC as per the agreement on file in the Board Secretary's office.
7. BE IT RESOLVED, to approve the submission of the 2021-2022 New Jersey Schools Insurance Group Safety Grant application in the amount of \$5,867.00.



8. RESOLVED that the West Long Branch Board of Education reject the bids received from Aramark Industries and ACB Services for maintenance/custodial/grounds operations in accordance with N.J.S.A. 18A:18A-22(b) and (d).
9. Move to accept, upon the recommendation of the Superintendent, the donation of a tree in celebration of Arbor Day from the WLB Shade Tree Commission.
10. RESOLVED, that the West Long Branch Board of Education approve the Continuing Disclosure Agent Agreement with Phoenix Advisors for 2021-2022 in the amount of \$1,000.
11. BE IT RESOLVED, that the Board of Education authorize the disposal of the following property:

<u>Property</u>	<u>Make/Model</u>	<u>Year</u>	<u>Vin#</u>
Truck	Chevy/Silverado	2004	1GBHK24254E292813

12. Request approval to acknowledge receipt of the Trash and Recyclable Collection bids:

Contractor	Base Bid	Additional Pick-up: Trash	Additional: 10 yd container
Waste Management	\$44,675.00	\$175.00	\$355.00
Mazza Recycling	\$40,182.50	\$94.00	\$495.00

Further, to award the bid to **Mazza Recycling** as the lowest responsible bidder at a cost of **\$40,182.50** for a cumulative total for the 2021-2022, 2022-2023, and 2023-2024 school years.

**Motion offered by Mrs. Tabakman-Plancher and seconded by Mrs. Scullion was approved by a roll call vote of 7/0.**

#### **PERSONNEL RESOLUTIONS 1-4**

The West Long Branch Board of Education by means of a Consent Resolution accept various resolutions of a routine and non-controversial nature at one time; and

Whereas, the below listed resolutions are hereby accepted by the said Board of Education in whole as if the same were individually acted upon

1. Move to accept, upon the recommendation of the Superintendent, the retirement of Angel Somers, BME/FAS Teacher, effective July 1, 2021 with regrets.
2. Move to retroactively approve, upon the recommendation of the Superintendent, the unpaid maternity leave of Taylor Shea, WLB per diem School Counselor. Mrs. Shea's leave of absence shall be for the period of March 26, 2021 through June 30, 2021 in accordance with Article XII, Paragraphs E and F, of the collective negotiations agreement between the Board and the West Long Branch Education Association. Mrs. Shea's unpaid leave days shall be counted against her entitlement to leave pursuant to the New Jersey Temporary Disability



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Benefits Law, N.J.S.A. 43:21-39.19(c); the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq., and the New Jersey Family Leave Act, N.J.S.A. 34:11B-1 et seq., as appropriate.

3. BE IT RESOLVED, that the Board of Education approve the Shared Service Agreement with the Shore Regional Board of Education to provide School Social Worker services at a cost to Shore Regional High School of \$32,268 beginning July 1, 2021 and continuing through June 30, 2022.
4. Move to approve, upon the recommendation of the Superintendent, the employment of Sara Dokhgan as a School Counselor, beginning on April 28, 2021 to June 18, 2021, at the per diem rate of \$200.00, pending review of Criminal History, completion of additional review required by law and receipt of other applicable documents.

**Motion offered by Mr. Pringle and seconded by Mrs. Tabakman-Plancher was approved by a roll call vote of 7/0.**

### **POLICY RESOLUTIONS 1-2**

The West Long Branch Board of Education by means of a Consent Resolution accept various resolutions of a routine and non-controversial nature at one time; and

Whereas, the below listed resolutions are hereby accepted by the said Board of Education in whole as if the same were individually acted upon.

1. Move to approve, the *amended* 2020-2021 school calendar. (Attachment)
2. Move to approve, upon the recommendation of the Superintendent, the updated job description for the following:
  - School Library Media Specialist

**Motion offered by Mrs. Cavanaugh and seconded by Mrs. Tabakman-Plancher was approved by a roll call vote of 7/0.**

### **SUPERINTENDENT'S MONTHLY REPORTS 1-6**

The West Long Branch Board of Education by means of a Consent Resolution accept various resolutions of a routine and non-controversial nature at one time; and

Whereas, the below listed resolutions are hereby accepted by the said Board of Education in whole as if the same were individually acted upon.



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1. Enrollment report for the month of March 2021:

<b>ENROLLMENT DATA</b>	
Pre-Kindergarten	27
Kindergarten	62
1	60
2	61
3	66
4	42
<b>BETTY MCELMON ELEMENTARY TOTAL</b>	<b>318</b>
5	62
6	50
7	62
8	70
<b>FRANK ANTONIDES SCHOOL TOTAL</b>	<b>244</b>
<b>OUT OF DISTRICT STUDENTS</b>	<b>8</b>
<b>DISTRICT ENROLLMENT</b>	<b>570</b>

2. Move to approve, upon the recommendation of the Superintendent, the following report of the Fire and Evacuation drills conducted during the month of March 2021:

<b>School:</b>	<b>Betty McElmon Elementary</b>	<b>Frank Antonides School</b>
<b>Date</b>	<b>1. 5th 9:59-10:00 AM</b>	<b>1. 5th 9:59-10:00 AM</b>
	<b>2. 11th 10:45-10:51 AM</b>	<b>2. 11th 10:45-10:51 AM</b>
<b>Type of Drill</b>	<b>1. FIRE DRILL</b>	<b>1. FIRE DRILL</b>
	<b>2. SHELTER IN PLACE/LOCKDOWN</b>	<b>2. SHELTER IN PLACE/LOCKDOWN</b>

3. Move to approve, upon the recommendation of the Superintendent, the following Pupil Attendance Report for the month of March 2021:

<b><u>STUDENT ATTENDANCE</u></b>	<b><u># OF DAYS POSSIBLE</u></b>	<b><u># OF DAYS ABSENT</u></b>	<b><u>PERCENT ATTENDANCE</u></b>
Betty McElmon Elementary	6360	276	95.66%
Frank Antonides School	4880	215	95.59%

4. Move to approve, upon the recommendation of the Superintendent, the following Staff Attendance Report for the month of March 2021:

<b><u>STAFF ATTENDANCE</u></b>	<b><u>TOTAL # OF DAYS</u></b>	<b><u># OF DAYS ABSENT</u></b>	<b><u>%</u></b>	<b><u>LONG TERM LEAVE DAYS ABSENT</u></b>	<b><u>MINUS LONG TERM LEAVE %</u></b>
BME	572	31	94.58	13	96.85
FAS	700	66.5	90.50	29	94.64



5. Move to approve, upon the recommendation of the Superintendent, the following HIB Reports for the month of March 2021:

	<u><b>Reported Incidents</b></u>	<u><b>Confirmed Incidents</b></u>	<u><b>Unconfirmed Incidents</b></u>
Betty McElmon Elementary	0	0	0
Frank Antonides School	2	1 (FAS4-03122021)	1 (FAS5-03222021)
<b>TOTALS</b>	2	1	1

6. Move to approve, upon the recommendation of the Superintendent, the submission of the “Non-Lead Testing Year” Statement of Assurance, pursuant to NJAC 6A:26-12.4 for 2020-2021.

**Motion offered by Mr. Kramer and seconded by Mrs. Tabakman-Plancher was approved by a roll call vote of 7/0.**

**DISCUSSION ITEMS:**

**NJSBA Legislative Delegate/ MCSBA**

**Mary Gassman**

- **The County meeting is May 13<sup>th</sup>**

**Foundation**

**Meaghan Cavanaugh**

- **Nothing to report**

**PTA**

**Christine Skellinger**

- **The Book Fair was a successful event**

**Borough of West Long Branch Liaison**

**Mary Gassman**

- **Nothing to report**

**Business Administrator/Board Secretary**

**Corey Lowell**

- **The user friendly budget will be posted by Thursday**

**Superintendent Comments**

**Christina Egan**

**PUBLIC COMMENTS:**

**None**

**EXECUTIVE SESSION**

In compliance with the “Sunshine Law” N.J.S.A. 10:4-6, et seq., the Board of Education must go into closed session in order to discuss subjects exempted from the public portion of our meeting.

The discussion to be held in closed session will be about: **Personnel**



**MOTION TO OPEN EXECUTIVE SESSION**

**Motion offered by Mr. Pringle and seconded by Mrs. Cavanaugh was approved by a voice vote of 7/0 at 7:52 p.m.**

**MOTION TO ADJOURN EXECUTIVE SESSION**

**Motion offered by Mr. Pringle and seconded by Mr. Kramer was approved by a voice vote of 7/0 at 8:45 p.m.**

**MOTION TO ADJOURN**

**Motion offered by Mrs. Scullion and seconded by Mr. Pringle was approved by a voice vote of 7/0 at 8:46 p.m.**

Respectfully Submitted,

Corey Lowell  
School Business Administrator/Board Secretary