

WORKSHOP MEETING MINUTES – APRIL 16, 2019

RESOLUTIONS OF THE WEST LONG BRANCH BOARD OF EDUCATION

Workshop Meeting Minutes – Media Center 7:00 p.m.

Tuesday, April 16, 2019

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.

Ms. Gassman 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."

The Pledge of Allegiance was led by Ms. Gassman

The Following Members of the Board of Education were Present:

| | | |
|----------------|---------------|-----------------|
| Mrs. Cavanaugh | Mrs. Gassman | Mr. Kramer |
| Mr. Riley | Mrs. Scullion | Mrs. Skellinger |
| Mr. Waters | Ms. Gassman | |

The Following Member of the Board of Education was Absent:

Mrs. McLaughlin

Also on Attendance:

| | |
|--------------------|---|
| Thomas G. Farrell, | Superintendent |
| Corey Lowell, | School Business Administrator/Board Secretary |

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.

WORKSHOP MEETING MINUTES – APRIL 16, 2019

PUBLIC COMMENTS:

None

APPROVAL OF MINUTES

March 12, 2019 Workshop Meeting
March 19, 2019 Regular Public Meeting
March 26, 2019 Mini Retreat Minutes

BUILDING AND GROUNDS RESOLUTIONS 1-3

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 Ferris Antoon Gym by the WLB Sports Association for Travel Basketball try-outs and practices from April 29, 2019 through June 30, 2019 for the following days and times: (Certificate of Insurance on File).

Mondays through Fridays 5:00 p.m. to 8:00 p.m.

2. Move to approve, upon the recommendation of the Superintendent, use of the West Long Branch Schools' Playgrounds, Outdoor Basketball Courts, Baseball Fields, the FAS & BME Art Room, Media Center, Cafeteria, Bathrooms (in designated hallways), FAS Gym, and FAS Main Hallway by the West Long Branch Summer Recreation Program, from June 24, 2019 through August 2, 2019, from 8:45 a.m. to 3:15 p.m.
3. WHEREAS the Board has contracted with Settembrino Architects to prepare a LRFP in compliance with N.J.S.A. 18A:7G-4; and

WHEREAS this board resolution approves the Long-range Facilities Plan complies with the five-year reporting requirements per the Educational Facilities Construction and Financing Act, P.L. 2000 c.72 (N.J.S.A. 18A:7G-1 et seq.) by P.L. 2007 c.137 (Act), N.J.A.C. 6A:26A-1 et seq. (Educational Facilities Code);

NOW, THEREFORE BE IT RESOLVED that the West Long Branch Board of Education approves the latest Long-range Facilities Plan on file in the office of the Business Administrator and authorizes submission of same to the New Jersey Department of Education; and

BE IT FURTHER RESOLVED the Board hereby authorizes and directs its Business Administrator and Settembrino Architects to take any steps necessary to effectuate the terms of this resolution and to submit the five-year LRFP amendment to the New Jersey Department of Education.

WORKSHOP MEETING MINUTES – APRIL 16, 2019

CURRICULUM AND INSTRUCTION RESOLUTIONS 1-7

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 trips/academic events as per attached Appendix A.
2. Move to approve, upon the recommendation of the Superintendent, the attendance at the workshops listed below with associated program costs for the employees referenced below:

| Date | Name | Workshop | Location | All Costs of Program |
|--------------|----------------|---------------------------------|-----------------------|--|
| May 1, 2019 | Andrew Gulya | Restorative Discipline Workshop | Freehold, NJ | \$259.00 (workshop) \$ 5.61 (transportation) \$264.61 (Total) (Acct # 11-000-223-580-01-080) |
| June 3, 2019 | Nicole Printon | Fundations Level 1 Training | Little Egg Harbor, NJ | \$165.00 (workshop) \$ 25.66 (transportation) \$190.66 (Total) (Acct # 20-270-200-500-00-080) |

3. Move to amend, upon the recommendation of the Superintendent, the attendance at the workshop listed below with associated program costs for the employee referenced below:

| Date | Name | Workshop | Location | All Costs of Program |
|-----------------|---------------|--------------------------------|-------------------|---|
| May 29-30, 2019 | Tracy Gironda | NJTESOL/NJBE Spring Conference | New Brunswick, NJ | \$319.00 (workshop) \$ 83.46 (transportation) \$ 59.00 (membership renewal) \$461.46 Total (\$230.73 Acct # 20-270-200-500-00-050) (\$230.73 Acct # 20-270-200-500-00-080) |

4. **BE IT RESOLVED** that the Board of Education approve attendance of the following Board members at the NJSBA Workshop on October 21, 2019 through October 24, 2019 in Atlantic City at the cost of \$99 per night lodging plus occupancy fee and resort tax, mileage at \$0.31 per mile plus tolls and parking, and meals at the GSA rate not to exceed \$224 for four days. The group registration fee is \$1600 (up to 20 members). The total cost of the event will not exceed \$5,000.

Board of Education Members

Lauren Gassman, President
Christine Skellinger, Vice President
Meaghan Cavanaugh
Mary Gassman
Brian Kramer
Trish McLaughlin
Frank Riley
Rose Scullion
Michael Waters

WORKSHOP MEETING MINUTES – APRIL 16, 2019

- 5. Move to approve, upon the recommendation of the Superintendent, for the following staff to plan and implement a third and fourth grade Family Literacy Night program scheduled for May 13, 2019 for students and parents at the rate of \$48.00 per hour for two (2) hours per teacher, for a total of \$864.00 (account #11-000-221-104-05-080):

Alexandra Faccone
Amanda Mazzella
Alexandra Salvati
Andrew Gulya
Nicole Curran
Maureen Petersen
Michele Sperling
Leigh Nissley
Jenna Lopez

- 6. Move to approve, upon the recommendation of the Superintendent, Home Instruction for Student ID #5563530716 as per physician for ten (10) hours per week. Student to be instructed at the approved rate of \$48.00 per hour, effective April 3, 2019 for approximately eleven (11) weeks. The Instruction will be provided by Ms. Shine and Mrs. Scherr.
- 7. Move to approve, upon the recommendation of the Superintendent, SID #3009634424 to attend the Audrey Clark School Long Branch Special Education class program as per the IEP effective March 18, 2019 through June 18, 2019. Tuition rate: \$11,792.92 for 59 days. Transportation to be provided through MOESC at the lowest bid rate.

FINANCE RESOLUTIONS 1-10

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 April 2019 be approved and

| | |
|------------------------|----------|
| Bills & Claims Fund 10 | \$ _____ |
| Bills & Claims Fund 20 | \$ _____ |
| DCRP | \$ _____ |

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.

WORKSHOP MEETING MINUTES – APRIL 16, 2019

2. **BE IT RESOLVED**, that the following financial reports be approved:

- Report of the Board Secretary /Treasurer Dated:
 - March 31, 2019
- That the listed budget transfer(s) be authorized in accordance with N.J.S.A. 18A:22-8.1:

March

- 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:23A-16.10(c)(3), as of March 31, 2019, 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 19, 2019 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 3, 2019 and

WHEREAS, the tentative budget was advertised in the legal section of the Asbury Park Press on April 8, 2019; and

WHEREAS, the tentative budget was presented to the public during a public hearing on April 30, 2019; and

NOW THEREFORE BE IT RESOLVED that the budget be adopted for the 2019-2020 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:

WORKSHOP MEETING MINUTES – APRIL 16, 2019

| | General Fund | Special Revenues | Debt Service | Total |
|----------------------------|---------------------|-------------------|-------------------|---------------------|
| 2019-20 Total Expenditures | \$11,187,892 | \$ 252,905 | \$ 601,672 | \$12,042,469 |
| Less: Anticipated Revenues | \$ <u>1,247,840</u> | \$ <u>252,905</u> | \$ <u>219,424</u> | \$ <u>1,720,169</u> |
| Taxes to be Raised | \$ 9,940,052 | \$ 0 | \$ 382,248 | \$10,322,300 |

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 2019-2020 school year is \$10,322,300 and is required to be levied for local school district purposes.
5. **BE IT RESOLVED**, this is an Addendum to an Agreement between ESS Northeast, LLC, a Delaware limited liability company (the “Company”) located at 800 North Kings Highway, Suite 405, Cherry Hill, New Jersey 08034 and the West Long Branch Public School District (hereinafter referred to as “LEA” for Local Education Agency).

WHEREAS, the LEA and the Company entered into an Agreement whereby Company is to provide substitute staffing to fill positions at the request of the District for a period ending June 30, 2019;

WHEREAS, LEA and Company are desirous of extending the term of the Agreement through June 30, 2020 with the provisions set forth below;

NOW THEREFORE, be it agreed between the parties, as follows:

1. The Term of the Agreement, as reflected in Paragraph 7, is hereby extended from July 1, 2019 through June 30, 2020;
2. Effective July 1, 2019, Addendum “A” to the Agreement, Pricing, is amended as per the attached revised Addendum “A”;
3. This Agreement will automatically renew for additional one (1) year periods unless either party provides written notice of termination at least ninety days prior to the end of the fiscal school year.
4. Company will comply with state law requiring paid leave. District will reimburse Company for paid leave days taken by Company staff for a district assignment per “mutually agreed upon markup”
5. Except as specifically and explicitly set forth herein, all other terms of the Agreement shall remain in full force and effect

WORKSHOP MEETING MINUTES – APRIL 16, 2019

6. Move to amend, upon the recommendation of the Superintendent, the amount of Non-Public Security Aid for 2018-2019 under the following program:

| <u>School</u> | <u>Non-Public Security Aid</u> |
|--------------------------------|--------------------------------|
| Bet Yaakov of the Jersey Shore | \$22,050.00 |
| Saint Jerome School | <u>\$27,900.00</u> |
| District Total | \$49,950.00 |

7. Request approval to acknowledge receipt of the custodial, maintenance & grounds services bids:

| <u>Contractor</u> | <u>Base Bid</u> |
|-------------------|-----------------|
| Pritchard | \$864,924.91 |
| Aramark | \$727,684.00 |

Further, to award the bid to **Aramark** as the apparent low bidder at a cost of **\$727,684** for custodial, maintenance and grounds services for the period July 1, 2019 to June 30, 2021.

8. **BE IT RESOLVED**, to approve the submission of the 2019-2020 New Jersey Schools Insurance Group Safety Grant application in the amount of \$5,453.44.
9. Move to approve, upon the recommendation of the Superintendent, the Facilities & Service Agreement between Betty McElmon Elementary School and Monmouth University for the annual Spring Show on June 13, 2019, June 14, 2019, and practice on June 11, 2019, with an estimated cost of \$400.00.
10. Move to approve, upon the recommendation of the Superintendent, the Facilities & Service Agreement between Frank Antonides School and Monmouth University for the annual 8th Grade Graduation and inclusive of the rehearsal on June 20, 2019 with an estimated cost of \$2,505.00.

PERSONNEL 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, the job description for the following:

Green Team Coordinator

2. Move to accept, upon the recommendation of the Superintendent, the resignation of Amy Farley, BME Personal Aide, effective April 12, 2019.

WORKSHOP MEETING MINUTES – APRIL 16, 2019

POLICY RESOLUTIONS 1-3

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 Board of Education approve the revision of the following policies from the phrase *Core Curriculum Content Standards* to *New Jersey Student Learning Standards*, as required by the New Jersey Department of Education for second reading:

- 1100 Communicating with the Public
- 1600 Relations Between Other Entities and the District
- 5113 Attendance, Absences, and Excuses
- 5131.1 Harassment, Intimidation, and Bullying
- 6122 Articulation
- 6142.1 Family Life Education
- 6143 Curriculum Guides
- 6178 Early Childhood Education/Preschool

- 2. Move to accept, upon the recommendation of the Superintendent, the below policies submitted for first reading:

Revise/Review

- 3510 Operation and Maintenance of Plant
- 4111.1/4211.1 Nondiscrimination/Affirmative Action
- 4113/4213 Assignment; Transfer
- 6145.1/6145.2 Intramural Competition; Interscholastic Competition
- 6146 Graduation Requirements

- 3. Move to approve, *amended* 2018-2019 school calendar. (Attachment)

SUPERINTENDENT’S MONTHLY REPORTS 1-5

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. Enrollment report for the month of March 2019:

| <i>ENROLLMENT DATA</i> | |
|-------------------------------|----|
| Pre-Kindergarten | 32 |
| Kindergarten | 65 |
| 1 | 66 |

WORKSHOP MEETING MINUTES – APRIL 16, 2019

| | |
|---------------------------------------|------------|
| 2 | 41 |
| 3 | 64 |
| 4 | 45 |
| BETTY MCELMON ELEMENTARY TOTAL | 313 |
| 5 | 63 |
| 6 | 64 |
| 7 | 66 |
| 8 | 64 |
| FRANK ANTONIDES SCHOOL TOTAL | 257 |
| OUT OF DISTRICT STUDENTS | 8 |
| DISTRICT ENROLLMENT | 578 |

2. Move to approve, upon the recommendation of Superintendent, the following report of the Fire and Evacuation drills conducted during the month of March 2019:

| School: | Betty McElmon Elementary | Frank Antonides School |
|----------------------|---|---|
| Date | 1. 3/7/2019 | 1. 3/7/2019 |
| | 2. 3/12/2019 | 2. 3/12/2019 |
| Type of Drill | 1. FIRE DRILL | 1. FIRE DRILL |
| | 2. ACTIVE SHOOTER/LOCKDOWN DRILL | 2. ACTIVE SHOOTER/LOCKDOWN DRILL |

3. Move to approve, upon the recommendation of the Superintendent, the following Pupil Attendance Report for the month of March 2019:

| <u>STUDENT ATTENDANCE</u> | <u># OF DAYS POSSIBLE</u> | <u># OF DAYS ABSENT</u> | <u>PERCENT ATTENDANCE</u> |
|----------------------------------|----------------------------------|--------------------------------|----------------------------------|
| Betty McElmon Elementary | 6570 | 381.5 | 94.19% |
| Frank Antonides School | 5421 | 311.5 | 94.25% |

4. Move to approve, upon the recommendation of the Superintendent, the following Staff Attendance Report for the month of March 2019:

| <u>STAFF ATTENDANCE</u> | <u>TOTAL # OF DAYS</u> | <u># OF DAYS ABSENT</u> | <u>%</u> | <u>LONG TERM LEAVE DAYS ABSENT</u> | <u>MINUS LONG TERM LEAVE %</u> |
|--------------------------------|-------------------------------|--------------------------------|-----------------|---|---------------------------------------|
| BME | 634 | 80.5 | 87.30 | 42 | 93.27 |
| FAS | 693 | 98 | 85.85 | 42 | 91.92 |

WORKSHOP MEETING MINUTES – APRIL 16, 2019

5. Move to approve, upon the recommendation of the Superintendent, the following HIB Reports for the month of March 2019:

| | <u>Reported Incidents</u> | <u>Confirmed Incidents</u> | <u>Unconfirmed Incidents</u> |
|--------------------------|---------------------------|----------------------------|------------------------------|
| Betty McElmon Elementary | 0 | 0 | 0 |
| Frank Antonides School | 1 | 1 | 0 |
| TOTALS | 1 | 1 | 0 |

DISCUSSION ITEMS:

| | |
|---|-----------------------------|
| NJSBA Legislative Delegate/ MCSBA | Lauren Gassman |
| Foundation | Meaghan Cavanaugh |
| PTA | Christine Skellinger |
| Borough of West Long Branch Liaison | Mary Gassman |
| Business Administrator/Board Secretary | Corey Lowell |
| Superintendent Comments | Thomas Farrell |

PUBLIC COMMENTS:

- A parent spoke to the Board of Education about the number of sections in 1st grade.

MOTION TO ADJOURN

Motion offered by Mrs. Cavanaugh and seconded by Mr. Kramer was approved by a roll call vote of 8/0 at 7:31 p.m.

Respectfully Submitted,

Corey Lowell
School Business Administrator/Board Secretary