

**RESOLUTIONS OF THE WEST LONG BRANCH BOARD OF EDUCATION**

**Regular Public Meeting – 6:00 p.m.**

**Betty McElmon Elementary School Gymnasium**

**Tuesday, April 25, 2023**

**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.*

**CALL TO ORDER**

"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 will be led by the following students:**

*Vivian Swanson & Bodie Varga*

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_

Mr. Falgares \_\_\_\_\_

Mrs. Gassman \_\_\_\_\_

Mr. Pringle \_\_\_\_\_

Mrs. Scullion \_\_\_\_\_

Mrs. Sisk \_\_\_\_\_

Mrs. Skellinger \_\_\_\_\_

Mrs. Tabakman-Plancher \_\_\_\_\_

Mr. Waters \_\_\_\_\_

**STATEMENT TO THE PUBLIC**

*Oftentimes 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:**

- Recognition of WLB SPARTANS
  - Mr. James Erhardt and Mrs. Allyson Winter, Principals
  
- Presentation of the 2023-2024 School Budget
  - Ms. Corey Lowell, School Business Administrator
  
- Presentation of the 2021-2022 Audit
  - Mr. Nicholas Cannone, Auditor
  
- Presentation of the ELA Committee’s Recommendation for 2023-2024 ELA Program Adoption
  - Dr. Christina Egan, School Superintendent and Mrs. Lori Skibinski, Supervisor of C&I

**PUBLIC COMMENTS:**

Anyone wishing to address the Board regarding items that are on the agenda or non-agenda items, please state your name and address. The Board will not, during the public portion of this meeting, discuss matters involving employment, appointment, termination of employment, negotiations, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific or prospective or current employee and/or students.

**APPROVAL OF MINUTES**

March 14, 2023	Regular Public Meeting
March 14, 2023	Executive Session

**Offered by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**ROLL CALL**

Mrs. Cavanaugh _____	Mr. Falgares _____	Mrs. Gassman _____
Mr. Pringle _____	Mrs. Scullion _____	Mrs. Sisk _____
Mrs. Skellinger _____	Mrs. Tabakman-Plancher _____	Mr. Waters _____

**CURRICULUM AND INSTRUCTION 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 and amend, upon the recommendation of the Superintendent, class trip(s)/academic event(s) as per attached Appendix A.

2. Move to approve, upon the recommendation of the Superintendent, the attendance at the workshop(s)/retreats(s)/training(s) listed below with associated program costs referenced below:

<b>Date(s)</b>	<b>Name</b>	<b>Workshop</b>	<b>Location</b>	<b>All Costs of Program</b>
April 28, 2023	Philip Zaza	Handle with Care recertification training	Hamilton, NJ	\$525.00 (workshop) \$ 21.99 (mileage) \$546.99 (TOTAL) (account #20-491-200-300-000) workshop (account #11-000-223-800-080) mileage
May 3, 2023	Gregory Judd	Strengthening Instruction for Students with Special Needs: Best Technology Tools, Strategies and Resources.	Virtual	\$279.00 (workshop) \$ 00.00 (mileage) \$279.00 (TOTAL) (account #20-270-200-300-050)
May 4, 2023	Dr. Christina Egan	PERC Annual Labor Law Conference	East Brunswick, NJ	\$235.00 (workshop) \$ 00.00 (mileage) \$235.00 (TOTAL) (account #20-270-200-300-050)
May 8, 2023	24 district staff members	CPR On-site Training	West Long Branch Schools	\$192 (certification costs) (account #20-491-200-300-000)

3. Move to approve, upon the recommendation of the Superintendent, that Matt Schiffman and a Therapy Dog come to FAS for the Career Day Fair, May 12 for 7th and 8th grade students. Pending applicable documents.

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mr. Falgares \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_  
 Mr. Pringle \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Sisk \_\_\_\_\_  
 Mrs. Skellinger \_\_\_\_\_ Mrs. Tabakman-Plancher \_\_\_\_\_ Mr. Waters \_\_\_\_\_

**FINANCE RESOLUTIONS 1-13**

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. BE IT RESOLVED, that the Bills and Claims List for March 2023 and April 2023 be approved and

Bills & Claims Fund 10 (March)	\$ 78,052.80
Bills & Claims Fund 10 (April)	\$716,725.45
Bills & Claims Fund 20 (April)	\$120,586.13

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:
  - o January 31, 2023
- That the listed budget transfer(s) be authorized in accordance with N.J.S.A. 18A:22-8.1:
  - o January 31, 2023 (attached)\
- Monthly Budgetary Line Item Status Certification:

The Board Secretary certifies that no line item has been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

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 14, 2023 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 11, 2023 and

WHEREAS, the tentative budget was advertised in the legal section of the Asbury Park Press on April 18, 2023 ; and

WHEREAS, the tentative budget was presented to the public during a public hearing on April 25, 2023; and

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NOW THEREFORE BE IT RESOLVED that the budget be adopted for the 2023-2024 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 Revenue	Debt Service	TOTAL
2023-2024 Total Expenditures	\$12,932,475	\$ 967,780	\$ 604,922	\$14,475,839
Less: Anticipated Revenues	\$ 2,059,230	\$ 967,780	\$ 205,674	\$ 3,203,346
Taxes to be Raised	\$10,873,245	\$ 0	\$ 399,248	\$11,272,493

4. BE IT RESOLVED that the general fund appropriations include a \$24,600 withdrawal from the Emergency Reserve Account for security camera upgrades to improve school security in the district.
5. Move that the annual ACFR/audit for the year ended June 30, 2022 be accepted and placed on file. The audit report is included in section 2, the financial section, of the Comprehensive Annual Financial Report. There was one audit finding

AMR/ACFR Finding#	Finding (Condition)	Recommendation	Method of Implementation	Person Responsible for	Completion Date
1	The District should improve its internal controls so that the correct amount of employee deductions associated with TPAF/PERS benefits are submitted and remitted to the State of New Jersey	The District should ensure that all employees' deductions for TPAF or PERS are calculated correctly and remitted to the State of NJ.	The Payroll Clerk will prepare a spreadsheet of quarterly deductions for the BA to sign off on with a preliminary ROC to ensure accuracy before the ROC is filed.	Payroll Clerk/Business Administrator	3/31/2023

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- 6. BE IT RESOLVED that the West Long Branch Board of Education, upon the recommendation of the Business Administrator, approves the third renewal of the FSMC contract with Sodexo Management, Inc. for the 2023-2024 school year as follows:

Fixed cost per meal rate:  
 Breakfast: \$2.37  
 Lunch \$4.16

Sodexo guarantees that the District will break even for the 2023-2024 school year.

- 7. RESOLVED that the Board approve the change order, credit of \$113.31, from Weatherproofing Technologies, Inc. for the bond fee that was included in the line-item proposal, which is not required for projects under \$50,000.

Contract sum prior to this change order: \$22,213.18  
 Change order credit: -\$ 113.31  
 New contract sum: \$22,099.87

- 8. BE IT RESOLVED, that the Board of Education approve the 2023-2024 MOESC Non-Public Technology Services agreement.
- 9. BE IT RESOLVED, that the Board of Education approve the 2023-2024 MOESC Non-Public Textbook Purchasing Services agreement.
- 10. BE IT RESOLVED, that the Board of Education approve the 2023-2025 MOESC Non-Public Security Aid Programs agreement.
- 11. RESOLVED to approve the submission of the 2023-2024 New Jersey Schools Insurance Group Safety Grant application in the amount of \$2,594.
- 12. RESOLVED that the West Long Branch Board of Education approve the Continuing Disclosure Agent Agreement with Phoenix Advisors for 2023-2024 in the amount of \$1,000.
- 13. BE IT RESOLVED that the West Long Branch Board of Education approve a parental transportation contract with R.W. o/b/o SID #8001725 to the Harbor School from April 26, 2023 to June 22, 2023 at a cost of \$800 per month..

**Offered by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**ROLL CALL**

Mrs. Cavanaugh _____	Mr. Falgares _____	Mrs. Gassman _____
Mr. Pringle _____	Mrs. Scullion _____	Mrs. Sisk _____
Mrs. Skellinger _____	Mrs. Tabakman-Plancher _____	Mr. Waters _____

**PERSONNEL RESOLUTIONS 1-9**

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 retroactively approve, upon the recommendation of the Superintendent, Linda Steel, BME Part Time Personal Aide, to increase her contracted hours as per the IEP for SID #533900515 from 22.5 hours per week to 25.5 hours effective March 22, 2023 until June 21, 2023 at the pro-rated salary of \$14,031.32.
2. Move to approve, upon the recommendation of the Superintendent, Melissa Ercolino as a volunteer nurse for the May 2023 8th grade trip.
3. Move to approve, upon the recommendation of the Superintendent, Steven O’Horo as a volunteer coach for the boys’ 2023 baseball team.
4. BE IT RESOLVED that the Board of Education approve attendance of the following Board members and the Superintendent at the NJSBA Workshop on October 23, 2023 through October 26, 2023 in Atlantic City Convention Center at the cost of \$98 per night lodging plus occupancy fee and resort tax, mileage at \$0.47 per mile plus tolls and parking, and meals at the GSA rate not to exceed \$206.50 for four days. The group registration fee is \$2,100 (up to 25 members or \$550 per individual). The total cost of the event will not exceed \$6,000.

Board of Education Members  
Christine Skellinger, President  
Meaghan Cavanaugh, Vice President  
Michael Falgares  
Mary Gassman  
Ryan Pringle  
Rose Scullion  
Joanna Sisk  
Rachel Tabakman-Plancher  
Michael Waters

Administration  
Dr. Christina Egan

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5. Move to approve, upon the recommendation of the Superintendent, the following staff:

<b>STAFF</b>	<b>POSITION</b>	<b>RATE</b>	<b>NOT TO EXCEED</b>	<b>ACCT #</b>
Anastassia Yaccarino	PREP time for CPR Staff Training - May 8 PD Day	\$48 per hour	\$48	20-270-200-100-01-080
Megan Conrad	PREP Time for Staff PD Day Session - May 8	\$48 per hour	\$24	20-270-200-100-01-080
Megan Heslin	PREP Time for staff PD Day Session - May 8	\$48 per hour	\$24	20-270-200-100-01-080
Erica Dalia	PREP Time for staff PD Day Session - May 8	\$48 per hour	\$24	20-270-200-100-01-080
Sean Vella	PREP Time for Staff PD Day Session - May 8	\$48 per hour	\$24	20-270-200-100-01-080
Kaitlyn Hackett	PREP Time for Staff PD Day Session - May 8	\$48 per hour	\$24	20-270-200-100-01-080
Lou Petrone	PREP Time for Staff PD Day Session- May 8	\$48 per hour	\$24	20-270-200-100-01-080
Melissa Murphy	PREP Time for Staff PD Day Session- May 8	\$48 per hour	\$24	20-270-200-100-01-080
Lauren McKenna	PREP Time for Staff PD Day Session- May 8	\$48 per hour	\$24	20-270-200-100-01-080
Angela Blasco	PREP Time for Staff PD Day Session - May 8	\$48 per hour	\$24	20-270-200-100-01-080

6. Move to approve, upon the recommendation of the Superintendent, the 2023 Summer Preschool Program and Summer K-8 School Program on the following dates:

July 5-7	July 24-27
July 10-13	July 31 - August 4
July 17-20	



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7. Move to approve, upon the recommendation of the Superintendent, the employment of the following staff members for the 2023 Summer Preschool Program and Summer K-8 School Program:

<b>STAFF</b>	<b>POSITION</b>	<b>ACCOUNT #</b>	<b>RATE of PAY (Per Hour)</b>	<b>NOT TO EXCEED</b>
Mary Sanchez	Gen. Ed Teacher	20-231-100-100-01-050	\$48	\$3,696
Megan Turner	Gen. Ed Teacher	20-231-100-100-01-050	\$48	\$3,696
Brittany Balzofiore	Special Ed Teacher (BME)	11-422-100-101-080	\$48	\$3,696
Christina Jannarone	Special Ed Teacher (FAS)	11-422-100-101-050	\$48	\$3,696
Michelle Romagnoli (Sperling)	Special Ed Teacher (BME)	11-422-100-101-080	\$48	\$3,696
Ellen Wilson	Special Ed Teacher (BME)	11-422-100-101-080	\$48	\$3,696
Theresa Johnson	Classroom Aide	11-422-100-101-050	\$16	\$1,120
Jackie Carr-Hamilton**	Classroom Aide	11-422-100-101-050	\$16	\$1,120
Benjamin Solomon**	Classroom Aide	11-422-100-101-050	\$16	\$1,120
Tracy Gironda	ESL Teacher (BME/FAS)	11-422-100-101-080 (\$1,848) 11-422-100-101-050 (\$1,848)	\$48	\$3,696
Anastasia Yacarino	Nurse	11-422-200-100-080	\$48	\$3,696

<b>2023 Summer Program Substitutes</b>	<b>Substitute Teacher Rate</b>
Zoie Imberman (Weiner) Jacqueline Carr-Hamilton** Megan Ricker	\$48.00 per hour

(\*rates subject to the completion of negotiations between the WLBOE and the WLBEA)  
(\*\*pending review of Criminal History and other applicable documents.)

- 8. Move to extend, upon the recommendation of the Superintendent, a paid leave of absence for employee #8001320 for the period from April 14, 2023 through on or about May 14, 2023, in accordance with the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq. The employee shall utilize accrued, unused sick days.
- 9. Move to approve, upon the recommendation of the Superintendent, the employment of Abigayle Musto, as an Elementary Special Education Teacher, from September 1, 2023, through June 30, 2024 at the salary of \$56,455\*, BA Step E, pending review of Criminal History and other applicable documents. Ms. Musto possesses a Certificate of Eligibility with Advanced Standing: Elementary School Teacher in Grades K-6 and Teacher of Students with Disabilities. (\*salary to be determined pending completion of negotiations between the West Long Branch Board of Education and the West Long Branch Education Association.)

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**ROLL CALL**

Mrs. Cavanaugh _____	Mr. Falgares _____	Mrs. Gassman _____
Mr. Pringle _____	Mrs. Scullion _____	Mrs. Sisk _____
Mrs. Skellinger _____	Mrs. Tabakman-Plancher _____	Mr. Waters _____

**POLICY RESOLUTION 1**

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. WHEREAS, New Jersey school districts are required by New Jersey statutes, administrative codes, and New Jersey Department of Education mandates to develop and adopt policies and regulations regarding school district operations; and

WHEREAS, the West Long Branch Board of Education and administrative staff, working with Strauss Esmay Associates, L.L.P, have developed a complete Policy and Regulation Manual that updated all policies and regulations; and

WHEREAS, the process is completed and the West Long Branch Board of Education Policy and Regulation Manuals are finalized and prepared for Board approval: and

NOW, THEREFORE BE IT RESOLVED, the West Long Branch Board of Education accepts the policies and regulations included in the new Policy and Regulation Manual for first reading at this Board Meeting on April 25, 2023.

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mr. Falgares \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_  
 Mr. Pringle \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Sisk \_\_\_\_\_  
 Mrs. Skellinger \_\_\_\_\_ Mrs. Tabakman-Plancher \_\_\_\_\_ Mr. Waters \_\_\_\_\_

**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 2023:

<b><i>ENROLLMENT DATA</i></b>	
Pre-Kindergarten	26
Kindergarten	58
1	66
2	59
3	57
4	62
<b>BETTY MCELMON ELEMENTARY TOTAL</b>	<b>328</b>
5	60
6	44
7	68
8	49
<b>FRANK ANTONIDES SCHOOL TOTAL</b>	<b>221</b>
<b>OUT OF DISTRICT STUDENTS</b>	<b>7</b>
<b>DISTRICT ENROLLMENT</b>	<b>556</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 2023:

School:	Betty McElmon Elementary	Frank Antonides School
Date	1. 8th 10:15 AM - 10:25 AM	1. 8th 10:15 AM - 10:25 AM
	2. 17th 1:15 PM - 1:20 PM	2. 17th 1:15 PM - 1:20 PM
Type of Drill	1. FIRE DRILL	1. FIRE DRILL
	2. SECURITY DRILL - LOCK DOWN	2. SECURITY DRILL - LOCK DOWN

3. Move to approve, upon the recommendation of the Superintendent, the following Pupil Attendance Report for the month of March 2023:

<u>STUDENT ATTENDANCE</u>	<u># OF DAYS POSSIBLE</u>	<u># OF DAYS ABSENT</u>	<u>PERCENT ATTENDANCE</u>
Betty McElmon Elementary	7547	523.5	93.06%
Frank Antonides School	5064	266.5	94.74%

4. Move to approve, upon the recommendation of the Superintendent, the following Staff Attendance Report for the month of March 2023:

<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	796	56	92.96	0	92.96
FAS	782	43	94.50	0	94.50

5. Move to approve, upon the recommendation of the Superintendent, the following HIB Report(s):

	<u>Reported Incidents</u>	<u>Confirmed Incidents</u>	<u>Unconfirmed Incidents</u>
<b>Betty McElmon Elementary</b>	1	0	1 (244227_BME_03062023)
<b>Frank Antonides School</b>	1	0	1 (244686_FAS_03102023)
<b>TOTALS</b>	2	0	2

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mr. Falgares \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_  
 Mr. Pringle \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Sisk \_\_\_\_\_  
 Mrs. Skellinger \_\_\_\_\_ Mrs. Tabakman-Plancher \_\_\_\_\_ Mr. Waters \_\_\_\_\_

**DISCUSSION ITEMS:**

**NJSBA Legislative Delegate/ MCSBA**

**Mary Gassman**

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<b>Foundation</b>	<b>Meaghan Cavanaugh</b>
<b>PTA</b>	<b>Christine Skellinger</b>
<b>Borough of West Long Branch Liaison</b>	<b>Mary Gassman</b>
<b>Business Administrator/Board Secretary</b>	<b>Corey Lowell</b>
<b>Superintendent Comments</b>	<b>Christina Egan</b>

**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: **Student Matters, School Security and Personnel**

**MOTION TO OPEN EXECUTIVE SESSION** Time: \_\_\_\_\_

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

All in favor? AYES: ( ) NOES: ( ) ABSTENTIONS: ( )

**MOTION TO ADJOURN EXECUTIVE SESSION** Time: \_\_\_\_\_

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

All in favor? AYES: ( ) NOES: ( ) ABSTENTIONS: ( )

**MOTION TO ADJOURN** Time: \_\_\_\_\_

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

All in favor? AYES: ( ) NOES: ( ) ABSTENTIONS: ( )