

RESOLUTIONS OF THE WEST LONG BRANCH BOARD OF EDUCATION

Regular Public Meeting Minutes – 7:00 p.m.

District Cafeteria

Tuesday, April 26, 2022

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."

The Pledge of Allegiance was led by the following students:

Frank Riley & Claire Uhler

The Following Members of the Board of Education were Present:

Mrs. Cavanaugh (entered meeting at 7:21 p.m.)	Mrs. Gassman		
Mr. Kramer	Mr. Pringle	Mrs. Scullion	Mrs. Skellinger
Mrs. Sisk	Mrs. Tabakman-Plancher	Mr. Waters	

Also in Attendance:

Christina Egan,	Superintendent of Schools
Corey Lowell,	School Business Administrator/Board Secretary
Isabel Machado, Esq.	Board Attorney

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 of the Month
- 2022-2023 School Budget – Corey Lowell, School Business Administrator

PUBLIC COMMENTS:

None

APPROVAL OF MINUTES

March 22, 2022 Regular Public Meeting

Motion offered by Mr. Pringle and seconded by Mrs. Scullion was approved by a roll call vote of 8/0/1 with Mr. Waters abstaining.

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) and to amend a 5th-8th grade trip & approve a revised 2nd grade class trip as per the attached Appendix A.
2. Move to approve, upon the recommendation of the Superintendent, the attendance at the workshop(s) listed below with associated program costs for the employee(s) referenced below:

Date	Name	Workshop	Location	All Costs of Program
May 2, 2022 or May 4, 2022	Monica Cagliostro, John Doherty, Christine Klecan, Alyssa LoPresti, Karen Sandoz, Jack Tarpey, Kristy Sinkhorn & Kaitlyn Hackett	Monmouth County Curriculum Consortium: Curriculum Writing Collaboration workshop	Brookdale Community College, Lincroft, NJ	No Charge
May 10, 2022	Lanai Robbins	Ready to Rise	Virtual	\$185.00 (workshop) (acct #20-231-200-500-01-080)
May 10, 2022	Megan Steel	Ready to Rise	Virtual	\$185.00 (workshop) (acct #20-231-200-500-01-080)
May 24, 2022	Alexis Gola	Wilson Foundations, Level K, grade K	Howell Administration Building, Howell, NJ	\$205.00 (workshop) \$ 10.08 (mileage) \$215.08 (total) (acct #20-488-200-500-00)
May 24,	Juliana Illiano	Wilson	Howell	\$205.00 (workshop)

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2022		Fundations, Level K, grade K	Administration Building, Howell, NJ	\$ <u>15.12</u> (mileage) \$220.12 (total) (acct #20-488-200-500-00)
June 7, 2022	Brittany Balzofiore	Wilson Fundations, Level 2, grade 2	Howell Administration Building, Howell, NJ	\$205.00 (workshop) \$ <u>5.18</u> (mileage) \$210.18 (total) (acct #20-488-200-500-00)
June 7, 2022	Juliana Bongiorno	Wilson Fundations, Level 2, grade 2	Howell Administration Building, Howell, NJ	\$205.00 (workshop) \$ <u>10.08</u> (mileage) \$215.08 (total) (acct #20-488-200-500-00)

3. BE IT RESOLVED, that the West Long Branch Board of Education approve the following mentorship for the 2021-22 school year:

Name	Mentor
Yelton, Richard	Petrone, Louis

4. Move to approve, upon the recommendation of the Superintendent, the following teachers for District curricula writing at the contractual rate of \$48.00 per hour. Hours are per document, inclusive of all writers. (Account #11-000-221-104-05-050 for grades 5-8 courses and account # 11-000-221-104-05-080 for grades Pre-K - 4 courses):

Name	Course	Number of Documents	Length of Course	Total Hours per Document	Stipend
Klecan, Christine	Health Grade Kindergarten	1	Quarter	2.5	\$120
Klecan, Christine	Health Grade 1	1	Quarter	2.5	\$120
Klecan, Christine	Social Studies Grade Kindergarten	1	Semester	5	\$240
Klecan, Christine	Social Studies Grade 1	1	Semester	5	\$240
Hackett, Kaitlyn Sandoz, Karen	Physical Education Grades K-2	1	3 Quarters	10	\$480
Hackett, Kaitlyn	Physical	1	3 Quarters	10	\$480

Sandoz, Karen	Education Grades 3-5				
Staley, James	Robotics 1	1	Quarter	2.5	\$120
Straley, James	Robotics 2	1	Quarter	2.5	\$120

Motion offered by Mrs. Tabakman-Plancher and seconded by Mrs. Scullion was approved by a roll call vote of 9/0.

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 2022 and April 2022 be approved and

Bills & Claims Fund 10 (March)	\$ 67,364.46
DCRP Fund 10 (March)	\$ 1,129.73
Bills & Claims Fund 10 (April)	\$299,636.11
Bills & Claims Fund 20 (April)	\$ 93,395.12

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 2022
 - That the listed budget transfer(s) be authorized in accordance with N.J.S.A. 18A:22-8.1:
 - February 2022 (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, 2022, 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

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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 22, 2022 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 5, 2022 and

WHEREAS, the tentative budget was advertised in the legal section of the Asbury Park Press on April 8, 2022; and

WHEREAS, the tentative budget was presented to the public during a public hearing on April 26, 2022; and

NOW THEREFORE BE IT RESOLVED that the budget be adopted for the 2022-2023 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
2022-2023 Total Expenditures	\$ 12,881,687	\$ 281,269	\$ 603,122	\$13,766,078
Less: Anticipated Revenues	\$ 2,221,643	\$ 281,269	\$ 205,062	\$2,707,974
Taxes to be Raised	\$ 10,660,044	\$ 0	\$ 398,060	\$11,058,104

4. BE IT RESOLVED that the West Long Branch Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.1(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$111,581 for the purpose of roof replacement. The district intends to complete said purposes by June 2023.

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5. BE IT RESOLVED that included in the general fund appropriations, budget line 620 is a withdrawal from Capital Reserve - Other Capital Projects in the amount of \$337,500 for other capital project costs: replacing boilers and boiler pumps. The total cost of this project is \$337,500 which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

6. WHEREAS, the West Long Branch Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.3 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, the West Long Branch Board of Education established \$20,000 as the maximum travel amount for the current school year and has expended \$ 6,236 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$20,000 for the 2022-2023 school year.

7. 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 2022-2023 school year as follows:

Fixed cost per meal rate:
Lunch \$3.92
Breakfast: \$2.21

Sodexo guarantees that the District will break even for the 2022-2023 school year.

8. RESOLVED that the West Long Branch Board of Education approve the Instructional Services Agreement for IDEA-B Funds for Non-Public School Students with Disabilities effective July 1, 2022 through June 30, 2032 with MOESC as per the agreement on file in the Board Secretary's office.

9. RESOLVED that the West Long Branch Board of Education approve the Instructional Services Agreement for Non-Public School Eligible Students ESSA Funds effective July 1, 2022 through June 30, 2023 with MOESC as per the agreement on file in the Board Secretary's office.

10. BE IT RESOLVED that the West Long Branch Board of Education approve a parental transportation contract with C.C. o/b/o SID #3262966399 to Wall Township Schools from March 23, 2022 to June 17, 2022 at a cost not to exceed \$3,360.

11. RESOLVED to approve the submission of the 2022-2023 New Jersey Schools Insurance Group Safety Grant application in the amount of \$4,724.

12. RESOLVED that the West Long Branch Board of Education approve the Continuing Disclosure Agent Agreement with Phoenix Advisors for 2022-2023 in the amount of \$1,000.

Motion offered by Mrs. Gassman and seconded by Mrs. Sisk was approved by a roll call vote of 9/0.

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 resignation of Mr. Justin Clymer, FAS Music/Band Teacher, effective May 23, 2022, with regrets.
2. Move to approve, upon the recommendation of the Superintendent, the following Substitute Clerk for the 2021-2022 school year at an hourly rate of \$13.00 as follows:

Jennifer Dondero

3. Move to approve, upon the recommendation of the Superintendent, the employment of Lori Skibinski, as Supervisor of Curriculum & Instruction, at the salary of \$98,500, pro-rated, on the Administrator's Salary Guide effective May 2, 2022 through June 30, 2022, pending the completion of Criminal History and other applicable documents. Mrs. Skibinski possesses a Standard NJ Certificate as a Principal, Standard NJ Certificate as a Supervisor, and Standard NJ Certificate as an Elementary School Teacher.
4. Move to approve, upon the recommendation of the Superintendent, an unpaid leave of absence for employee #8001447 for the period from May 19, 2022 through June 22, 2022, in accordance with the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq. This leave will be counted against the employee's entitlement to leave pursuant to the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq.

Motion offered by Mr. Kramer and seconded by Mr. Waters was approved by a roll call vote of 9/0.

POLICY 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.

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

Review

5131

Conduct/Discipline

2. Move to approve, upon the recommendation of the Superintendent, the job description for the following:
 - Accountant/Payroll Clerk.
3. BE IT RESOLVED, that the West Long Branch Board of Education give the Superintendent authority to hire essential personnel, retroactively, until May 24, 2022.
4. Move to approve the *amended* 2021-2022 school calendar. (Attachment)

Motion offered by Mrs. Cavanaugh and seconded by Mrs. Gassman was approved by a roll call vote of 9/0.

SUPERINTENDENT’S MONTHLY REPORTS 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. Enrollment report for the month of March 2022:

<i>ENROLLMENT DATA</i>	
Pre-Kindergarten	29
Kindergarten	67
1	57
2	56
3	61
4	58
BETTY MCELMON ELEMENTARY TOTAL	328
5	42
6	59
7	47
8	62
FRANK ANTONIDES SCHOOL TOTAL	210
OUT OF DISTRICT STUDENTS	8
DISTRICT ENROLLMENT	546

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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 2022:

School:	Betty McElmon Elementary	Frank Antonides School
Date	1. 4th 10:04 - 10:10 AM	1. 1. 4th 10:04 - 10:10 AM
	2. 9th 10:05 -10:15 AM	2. 9th 10:05 -10:15 AM
Type of Drill	1. FIRE DRILL	1. FIRE DRILL
	1. SECURITY DRILL-NON EVACUATION	1. SECURITY DRILL- NON EVACUATION

3. Move to approve, upon the recommendation of the Superintendent, the following Pupil Attendance Report for the month of March 2022:

<u>STUDENT ATTENDANCE</u>	<u># OF DAYS POSSIBLE</u>	<u># OF DAYS ABSENT</u>	<u>PERCENT ATTENDANCE</u>
Betty McElmon Elementary	7553	483	93.61%
Frank Antonides School	4847	203	95.81%

4. Move to approve, upon the recommendation of the Superintendent, the following Staff Attendance Report for the month of March 2022:

<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	728	56	92.30	0	92.30
FAS	782	68.5	91.24	23	94.18

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>
Betty McElmon Elementary	1	0	1 (228750_BME_02242022)
Frank Antonides School	3	3 (228715_FAS_02232022) (228862_FAS_02252022) (229803_FAS_03152022)	0
TOTALS	4	3	1

6. Move to approve, upon the recommendation of the Superintendent, the submission of the “Lead Testing” Statement of Assurance, pursuant to NJAC 6A:26-12.4 for 2021-2022.
7. BE IT RESOLVED, that the Board of Education approve the Comprehensive Equity Plan Statement of Assurance for the 2022-2023 school year.

Motions 1-4, & 6-7 offered by Mr. Kramer and seconded by Mrs. Tabakman-Plancher were approved by a roll call vote of 9/0.

Motion 5 offered by Mr. Kramer and seconded by Mrs. Tabakman-Plancher was approved by a roll call vote of 8/0/1 with Mrs. Tabakman-Plancher abstaining.

DISCUSSION ITEMS:

NJSBA Legislative Delegate/ MCSBA	Mary Gassman
• No Report	
Foundation	Meaghan Cavanaugh
• Friday is ARTivity night	
PTA	Christine Skellinger
• No Report	
Borough of West Long Branch Liaison	Mary Gassman
• No Report	
Business Administrator/Board Secretary	Corey Lowell
• No Report	
Superintendent Comments	Christina Egan
• No Report	

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**

MOTION TO OPEN EXECUTIVE SESSION

Motion offered by Mrs. Cavanaugh and seconded by Mrs. Tabalman-Plancher was approved by a voice vote of 9/0 at 7:56 p.m.

MOTION TO ADJOURN EXECUTIVE SESSION

Motion offered by Mr. Pringle and seconded by Mrs. Scullion was approved by a voice vote of 9/0 at 8:29 p.m.

MOTION TO ADJOURN

Motion offered by Mrs. Cavanaugh and seconded by Mr. Waters was approved by a voice vote of 9/0 at 8:29 p.m.

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Respectfully Submitted,

Corey Lowell
School Business Administrator/Board Secretary