

RESOLUTIONS OF THE WEST LONG BRANCH BOARD OF EDUCATION

Regular Public Meeting – 6:00 p.m.

Betty McElmon Elementary School Gymnasium

Tuesday, August 22, 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:

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 AND REPORTS:

- Monthly Budgetary Line Item Status Certification:

The Board Secretary, Corey Lowell, 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.

Corey Lowell
School Business Admin/Bd. Sec.

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

July 25, 2023 Regular Public Meeting

July 25, 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 _____

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 FAS Gym by the WLB Sports Association for Mid-Monmouth West Long Branch youth boys and girls travel basketball games and team practices for children in grades K-8 from September 7, 2023 through December 22, 2023 for the following days and times (Certificate of Insurance on file):

September - November

Mondays, Wednesdays & Fridays 5:00 p.m. to 9:00 p.m.

Tuesdays & Thursdays 5:00 p.m. to 8:00 p.m.

December

Mondays, Wednesdays & Fridays 5:30 p.m. to 9:00 p.m.

Tuesdays & Thursdays 5:30 p.m. to 8:00 p.m.

2. Move to approve, upon the recommendation of the Superintendent, use of the FAS/BME Cafeteria, playground and BME gym by the Community YMCA, for a before and after school program during the 2023-2024 school year, from September 7, 2023 through June 21, 2024 from 7:00 a.m. to 8:30 a.m. and from 2:15 p.m. to 6:00 p.m. (Certificate of Insurance on File).

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 1-10

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. Move to approve, upon the recommendation of the Superintendent, the School Safety Team for the 2023-2024 school year, as required by the New Jersey Statute as follows:

Anti-Bullying Coordinator/ FAS Principal	Allyson Winter
Building Principal, BME	James Erhardt
Anti-Bullying Specialists/ School Counselors	Lauren McKenna Melissa Siino-Murphy
BME Teacher Representative	Kaitlyn Hackett
FAS Teacher Representative	James Straley
District Parent Representative	Jennifer Coppola

2. Move to approve, upon the recommendation of the Superintendent, the Threat Assessment Team for the 2023-2024 school year, as required by the New Jersey Statute as follows:

School Safety Specialist	James Erhardt
Administrator	Allyson Winter
Law Enforcement Liaisons	Ramon Chaparro Edwing Gomez
Teacher	Christina Jannarone
Psychologist	Philip Zaza
School Counselors	Lauren McKenna Melissa Siino-Murphy

3. Move to approve, upon the recommendation of the Superintendent, the membership in the Monmouth County Curriculum Consortium (MC3), for the 2023-2024 school year, at a total of \$500.00 (account #11-000-230-800).
4. Move to approve, upon the recommendation of the Superintendent, all curriculum guides for the 2023-2024 school year, including revisions in:
- K-8 Science
K-8 Art
K-8 Music
5. Move to approve, upon the recommendation of the Superintendent, all textbooks and supplemental books and materials for the 2023-2024 school year.
6. Move to approve upon the recommendation of the Superintendent, the following mentorships for the 2023-2024 school year. All mentorship fees are paid directly by the employee.

<u>Name</u>	<u>Mentor</u>
Mackenzie Arkenau	Stacie Smith
Marlaina Loushine	Amy Caruso

7. Move to retroactively approve, upon the recommendation of the Superintendent, the following professional development trainings/workshops:

STAFF	POSITION	EVENT	RATE	HOURS/TOTAL	ACCT #
Philip Zaza	School Psychologist	Handle with Care training 8/15/23	\$48*	9.75 hours/\$468	20-487-200-100-050
Mackenzie Arkenau	Teacher	Handle with Care training 8/15/23	\$48*	6.75 hours/\$324	20-487-200-100-050
Julie Carasia	Teacher	Handle with Care training 8/15/23	\$48*	6.75 hours/\$324	20-487-200-100-050
Lanai Robbins	Teacher	Handle with Care training 8/15/23	\$48*	6.75 hours/\$324	20-487-200-100-050
Stacie Smith	Teacher	Handle with Care training 8/15/23	\$48*	6.75 hours/\$324	20-487-200-100-050

(*rates subject to the completion of negotiations between the WLBOE and the WLBEA)

8. Move to approve, upon the recommendation of the Superintendent, the 2023-2024 District Mentoring Plan.
9. Move to approve, upon the recommendation of the Superintendent, the 2023-2024 District Professional Development Plan.
10. Move to approve, upon the recommendation of the Superintendent, the following Kean University graduate student, Stephanie Corea, to participate in an informal observation of Tender Touch O.T. from September 20, 2023 through November 22, 2023, 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 _____

PERSONNEL RESOLUTIONS 1-16

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 rescind the appointment of Abigayle Musto for the 2023-2024 school year as a special education teacher at Betty McElmon Elementary School.
2. Move to approve, upon the recommendation of the Superintendent, the employment of Mackenzie Arkenau as an Elementary Special Education Teacher, from September 1, 2023 through June 30, 2024 at the salary of \$54,255*, BA Step C, pending review of Criminal History and other applicable documents. Ms. Arkenau possesses a Certificate of Eligibility with Advanced Standing: Elementary School Teacher in Grades K-6 and a Teacher of Students with Disabilities.
(*salary to be determined pending completion of negotiations between the WLBOE and the WLBEA)
3. BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board of Education approve the Shared Service Agreement with the Shore Regional Board of Education to provide Supervisor of Transportation services at a cost to the West Long Branch School District of \$25,000 effective July 1, 2023 through June 30, 2024, subject to attorney review and approval.
4. Move to approve, upon the recommendation of the Superintendent, the employment of the following employees for Co-Curricular Activity Compensation for the 2023-2024 school year: (*rate subject to the completion of negotiations between the WLBOE and the WLBEA) (**pending review of Criminal History and other applicable documents.)

Academic Challenge Advisor	Kelly Shine	\$1,123*
Grade 8 Class Advisor	Dana Aschettino	\$1,704*
Girls Basketball Coach	Peter Vetrano**	\$3,855*

5. Move to amend, upon the recommendation of the Superintendent, the following lunch aide(s) for the 2023-2024 school year at a per diem rate of \$40.00 as follows:
(Criminal History and other applicable documents on file).

Jena-Marie Borezen Darlene Oliveras

6. Move to approve, upon the recommendation of the Superintendent, the following substitute lunch aide for the 2023-2024 school year at a per diem rate of \$35.00 as follows, pending review of Criminal History and other applicable documents:

Jennie Aurilio

7. Move to approve, upon the recommendation of the Superintendent, the employment of Angie Vega as a full time Personal Aide for SID #7886768097, as per the IEP, from September 1, 2023 through June 21, 2024 at the salary of \$19,584, pending review of Criminal History and other applicable documents.

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8. Move to approve, upon the recommendation of the Superintendent, the employment of Lisa Scuderi as a part time (26.25 hours) Personal Shared Aide, from September 1, 2023 through June 21, 2024 at the salary of \$16,065, pending review of Criminal History and other applicable documents.
9. Move to approve, upon the recommendation of the Superintendent, the employment of Carlie Ferraro as a full time Preschool Instructional Aide (single benefits), from September 1, 2023 through June 21, 2023 at the salary of \$19,584, pending review of Criminal History and other applicable documents.
10. Move to approve, upon the recommendation of the Superintendent, for the following employees to conduct a Preschool Orientation on August 31, 2023 for students and parents/guardians for two (2) hours each:

Name	Rate	Account Number
Clare Myles	\$48.00* per hour	20-218-100-101-080
Megan Ricker	\$48.00* per hour	20-218-100-101-080
Tylar Wengiel	\$48.00* per hour	20-218-100-101-080
Nancy Bronner	\$16.00 per hour	20-218-100-106-080
Lynne Rosamilia	\$16.00 per hour	20-218-100-106-080
Carlie Ferraro**	\$16.00 per hour	20-218-100-106-080

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

11. Move to approve, upon the recommendation of the Superintendent, that Carmela Ferraro be compensated for one additional summer work day at her per diem rate of \$223.50 for summer work in 2023.
12. Move to approve, upon the recommendation of the Superintendent, the employment of Lorissa Voorhees as Director of Special Services, from October 20, 2023 (or earlier, if available) through June 30, 2024 at the salary of \$117,000, pending review of Criminal History and other applicable documents. Dr. Voorhees possesses Standard Certificates of: Supervisor, Principal, Learning Disabilities Teacher Consultant, Teacher of the Handicapped and Elementary School Teacher.
13. Move to approve, upon the recommendation of the Superintendent, the appointment of Carol Duffy as Interim Director of Special Services at a per diem rate of \$525, approximately three days per week from August 23, 2023 through October 20, 2023 (or sooner if permanent replacement is appointed) not to exceed \$15,000.

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- 14. Move to approve, upon the recommendation of the Superintendent, the employment of Corey Lowell as Business Administrator/Board Secretary, from October 22, 2023 (or earlier, if available) through June 30, 2024 at the salary of \$145,000, pending review of Criminal History and other applicable documents. Ms. Lowell possesses Standard Certificates of: School Business Administrator and QPA (Qualified Purchasing Agent).
- 15. Move to approve, upon the recommendation of the Superintendent, the appointment of Christopher Mullins as Treasurer of School Monies at a rate of \$5,000 for the 2023-2024 school year.
- 16. Move to approve, upon the recommendation of the Superintendent, the West Long Branch Board of Education approves a leave of absence for employee #8001530 from December 1, 2023 through March 27, 2024, using 13 sick days, 2 personal days, and 2 family illness day with health benefits, and unpaid NJFLA/FMLA leave from January 3, 2024 through March 27, 2024 with health benefits, subject to employee contribution, with an anticipated return date of March 28, 2024, in accordance with the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq.

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 1-10

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, upon the recommendation of the Superintendent, that the Bills and Claims List for August 2023, be approved and

Bills & Claims Fund 10 (August 15) \$229,900.43
 Bills & Claims Fund 20 (August 15) \$186,060.66

Bills & Claims Fund 10 (August 22) \$456,224.17
 Bills & Claims Fund 20 (August 22) \$ 9,299.32

- 2. Move to approve, upon the recommendation of the Superintendent, to purchase additional cyber liability coverage through the Apogee Insurance Group for the 2023-2024 school year at a cost of \$5,747.95.

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3. Move to approve, upon the recommendation of the Superintendent, an extended Addendum to an Agreement between the West Long Branch Public School District and ESS Northeast, LLC for the services of Substitute Teachers and Staff from July 1, 2023 through June 30, 2024.
4. Move to approve, upon the recommendation of the Superintendent, the agreement between the West Long Branch Board of Education and the Community YMCA with regard to use of the Betty McElmon Elementary School for the 2023 -2024 school year for the purposes of a before- and after-care program for WLB students.
5. Move to approve, upon the recommendation of the Superintendent, an agreement with the Shore Regional High School District to transport non-remote resident students of West Long Branch who attend the Betty McElmon Elementary School and Frank Antonides Middle School for the 2023-2024 school year at an annual cost of \$183,800 as follows:

West Long Branch			
BME		FAS	
BME BLUE	\$ 18,990.00	FAS 01	\$ 18,990.00
BME YELLOW	\$ 26,410.00	FAS 03	\$ 25,750.00
BME GREEN	\$ 17,680.00	FAS 05	\$ 19,980.00
BME ORANGE	\$ 19,980.00	FAS 07	\$ 18,010.00
BME RED	\$ 18,010.00		
WLB total			\$ 183,800.00

6. Move to approve, upon the recommendation of the Superintendent, the amount of Non-Public funds for 2023-2024 under the following program(s):

<u>Non-Public Textbook Aid</u>	<u>Non-Public Nursing Service Aid</u>	<u>Non-Public Security Aid</u>	<u>Non-Public Technology Aid</u>
\$22,546	\$46,800	\$88,150	\$19,110

7. Move to approve, upon the recommendation of the Superintendent, an amendment to the agreement with Atlantic Behavior Analysis to provide BCBA services as requested by the district through June 30, 2024, total amount not to exceed \$15,000 for 2023-2024 school year without further action by the Board of Education.
8. Move to approve, upon the recommendation of the Superintendent, the maximum allowable cost per independent evaluation at \$750 for the 2023-2024 school year.
9. Motion, upon the recommendation of the Superintendent, to revise the previously approved list of official signees for accounts held by the West Long Branch Board of Education at Investors Bank, as follows:

PAYROLL ACCOUNT

Christopher Mullins, Treasurer of School Monies
Christine Skellinger, Board of Education President
Corey Lowell, School Business Administrator

PAYROLL AGENCY
ACCOUNT

Christopher Mullins, Treasurer of School Monies
Corey Lowell, School Business Administrator
Christina Egan, Superintendent of Schools

- 10. RESOLVED that the West Long Branch Board of Education upon the recommendation of the Superintendent authorize the Board Secretary to execute a lease agreement with Municipal Capital Corporation dated August 15, 2023 through State Contract #A40467 (Ricohs Americas Corporation through Atlantic, Tomorrow’s Office) to replace a digital copier at a cost of \$341.82 per month for 60 months.

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 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 accept, upon the recommendation of the Superintendent, to suspend Bylaw 0131 and adopt new Policy 1642.01, new Regulation 1642.01, revised Policy 2419, and new Regulation 2419 with one reading, based on recently approved sick leave legislation that is effective immediately and recent New Jersey Department of Education guidance provided to school districts that is effective September 1, 2023.
- 2. Move to approve, upon the recommendation of the Superintendent, the following revised job descriptions:

School Business Administrator/Board Secretary
Treasurer of School Monies

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 1-2

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 following report of the Fire and Evacuation drills conducted during the month of July 2023:

School:	Betty McElmon Elementary	Frank Antonides School
Date	1. 12th 10:45 AM – 11:00 AM FIRE DRILL	1. 12th 10:45 AM– 11:00 AM FIRE DRILL
	2. 13th 10:00 AM - 10:10 AM SECURITY DRILL LOCK DOWN	2. 13th 10:00 AM - 10:10 AM SECURITY DRILL LOC DOWN

2. 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 (250335_BME_06202023)
Frank Antonides School	0	0	0
TOTALS	1	0	1

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**
 Foundation **Meaghan Cavanaugh**
 PTA **Christine Skellinger**

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Borough of West Long Branch Liaison **Mary Gassman**

Business Administrator/Board Secretary **Corey Lowell**

Superintendent Comments **Christina Egan**

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: **School Security**

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: ()