

RESOLUTIONS OF THE WEST LONG BRANCH BOARD OF EDUCATION
Regular Public Meeting Minutes – Media Center 7:00 p.m.
Tuesday, August 27, 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 Mr. Kramer Mrs. McLaughlin
Mr. Riley Mrs. Scullion Mrs. Skellinger (entered at 7:03 pm)
Ms. Gassman

The Following Member of the Board of Education was Absent:

Mrs. Gassman Mr. Waters

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.

PUBLIC COMMENTS:

None

APPROVAL OF MINUTES

June 18, 2019 Regular Public Meeting

Motion offered by Mrs. Cavanaugh and seconded by Mrs. McLaughlin was approved by a roll call vote of 6/0/1 with Mr. Riley abstaining.

BUILDING AND GROUNDS RESOLUTIONS 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.

1. Move to approve, upon the recommendation of the Superintendent, use of the FAS/BME Cafeteria and playground by the Community YMCA, for a before and after school program during the 2019-2020 school year, from September 5, 2019 through June 23, 2020 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).

2. Move to approve, upon the recommendation of the Superintendent, use of the Ferris Antoon Gym by the WLB Sports Association for Travel Basketball games and practices from September 1, 2019 through December 31, 2019 for the following days and times (Certificate of Insurance on File):

Mondays, Wednesdays, & Fridays	5:00 p.m. to 9:00 p.m.
Tuesdays, & Thursdays	5:00 p.m. to 8:00 p.m.
Saturdays	8:30 a.m. to 12:00 p.m.

3. Move to approve, upon the recommendation of the Superintendent, use of the Ferris Antoon Gym by the WLB Sports Association for the WLBSA Annual Thanksgiving Basketball Tournament 2019 on November 23, & November 24, 2019 and November 29 through December 1, 2019 from 7 a.m. to 10 p.m. and November 22 after 3:00 p.m. & November 27, 2019 after 12:20 p.m. as needed for set-up. (Certificate of Insurance on File).

4. Move to approve, upon the recommendation of the Superintendent, use of the West Long Branch School's Media Center by the West Long Branch Foundation, for monthly meetings on Mondays from 7:00 p.m. to 8:30 p.m. and front doors to FAS, BME & the Media Center be opened at 6:30 p.m. for the following dates:

September 16, 2019	March 16, 2020
October 21, 2019	April 20, 2020
November 18, 2019	May 18, 2020
January 27, 2020	June 15, 2020
February 24, 2020	

5. Move to approve, upon the recommendation of the Superintendent, the use of the FAS Gymnasium, Media Center, District Cafeteria, and hallways by the WLB Foundation for the Family ARTivity Fundraiser Night and Art show on April 3, 2020 from 5:30 p.m. to 8:00 p.m. and 2:00 p.m. for set-up and 8:30 p.m. for clean-up.
6. Move to approve, upon the recommendation of the Superintendent, the use of the FAS parking lot for over-flow parking by the WLB Foundation for a fundraiser being held at the WLB Community Center on September 7, 2019 (rain date September 15, 2019) from 11:30 a.m. to 5:00 p.m. (Certificate of Insurance on File).

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

CURRICULUM AND INSTRUCTION RESOLUTIONS 1-17

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 approve, 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
2019-2020 school year	Susan Grimm	Fred Pryor Seminars – Unlimited Workshops	Varies	\$199.00 (unlimited workshops) \$100.00 (travel) \$299.00 (total)

3. Move to approve, upon the recommendation of the Superintendent, the District membership in the Monmouth University Principal’s Academy, for the 2019-2020 school year, at a total of \$350.00 (account #11-000-240-580-00-080).
4. Move to amend, upon the recommendation of the Superintendent, for the following employees to conduct a Kindergarten Orientation on September 3, 2019 at 4:00 p.m. for students and parents at the rate of \$48.00 per hour for two (2) hours each: (account #11-110-100-101-01-080)

Olivia Colabello	Ellen Wilson
Juliana Illiano	Abigail Cohen
Megan Steel	Patricia Falco

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5. Move to approve, upon the recommendation of the Superintendent, a professional development contract with Engaged Instruction, LLC in the amount of \$7,200 for Betty McElmon Elementary School and Frank Antonides Middle School in October 2019, January 2020, and March 2020 (account #'s - 11-000-223-320-01-080: \$3,600 and 11-000-223-320-01-050: \$3,600).
6. Move to approve, upon the recommendation of the Superintendent, the School Safety Team for the 2019-2020 school year, as required by the New Jersey Statute as follows:

Anti-Bullying Coordinator	James Erhardt, BME Principal
Anti-Bullying Coordinator	Michael Fiorillo, FAS Principal
Anti-Bullying Specialist	Melissa Siino-Murphy
BME Teacher Representative	Maria Whitehead
FAS Teacher Representative	James Straley
BME Parent Representative	Jennifer Coppola

7. Move to approve, upon the recommendation of the Superintendent, the following curricula for the 2019-2020 school year:

Subject	Grades
Preschool Curricula Guide for the Core Content Areas: English Language Arts, Mathematics, Social Studies, & Science	Grade Pre-K
Guidance	Grades Pre-K-8
Social Studies	Grades K-8
Financial Literacy Curricula Addendum	Grades K-8

8. Move to approve, upon the recommendation of the Superintendent, for the following staff to attend Handle With Care Training scheduled for August 27, 2019 at the rate of \$48.00 per hour for six (6) hours per teacher, and \$14.00 per hour for six (6) hours per aide, for a total of \$660.00 (account #11-190-100-800-000-050):

Shannon Scott Ellen Wilson Richard Yelton

9. Move to approve, upon the recommendation of the Superintendent, and the following students to attend the Long Branch Middle School Special Education class program as per the IEP at the tuition rate of:

Student ID#	ESY 2019 cost	Sept 5, 2019- June 16, 2020
1326817550	\$4,745.75	\$28,474.53
5429711613	N/A	\$28,930.86

Transportation will be contracted through MOESC at the lowest bid rate.

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10. Move to approve, upon the recommendation of the Superintendent, the placement of student ID #2103962448 per the IEP to attend a Special Class program at Wall Township Schools effective September 5, 2019 to June 19, 2020 at the tuition rate of \$36,000.00 plus additional charges for related services. Transportation will be provided at parental expense.
11. Move to approve, upon the recommendation of the Superintendent, the approval of a bus aide on the identified district bus run as per the IEP for Student ID #5679467062, #6364134357 and #3262966399 for the 2019-2020 school year.
12. Move to approve, upon the recommendation of the Superintendent, a transportation jointure agreement with the Township of Ocean School District for Student ID# 5969246672 attending the Harbor School at a cost of \$20,787.50 for the 2019-2020 school year.
13. Move to approve, upon the recommendation of the Superintendent, the Wilson Language Training Professional Learning & Teacher Support Cost Proposal (WRS Introductory Set (Steps 1-6) and WRS Level I Certification for two staff members) to be added to the existing Wilson Language Training Professional Learning Service Agreement for a total of \$4,922.92 (account # – 11-000-223-580-01-080).

Christina Jannarone

Megan Steel

14. Move to approve, upon the recommendation of the Superintendent, the following Monmouth University students to participate in a Junior Field Experience program commencing from September 2019 to December 2019 semester as noted below:

<u>Student Name</u>	<u>Placement</u>	<u>Cooperating Teacher</u>
Chelsea Keough	K-6 where science is taught (40 hours) ESL (15 hours)	Amanda Mazzella Tracy Girona
Dainca Krawczyk	K-6 where science is taught (40 hours)	Megan Steel
Logan Lazarczyk	K-6 where science is taught (40 hours)	Joan Maiorella

15. Move to approve, upon the recommendation of the Superintendent, the Personal Aide cost for the private school placement. (Placement previously approved June 18, 2019)

<u>Private School Placement</u>	<u>\$ Per Student</u>	<u>\$ Total</u>
Harbor School – Eatontown, NJ 210 Days ESY (full day program) 1 student SID #5969246672 July 8, 2019 – June 22, 2020 Transportation provided by Ocean Township Jointure at a TBD rate	Aide \$31,500	Aide \$31,500

16. **BE IT RESOLVED**, that the Board of Education accept the report for ACCESS for ELL for the 2018-2019 school year.

17. Move to retroactively approve, upon the recommendation of the Superintendent, for the following employee to administer English language arts and math assessments to student ID#4168352780 on Friday, August 16, 2019 at the rate of \$48.00 per hour for three (3) hours. (account # 11-000-221-104-05-080).

Lanai Robbins

Motions 1-2, 4-9, & 11-17 offered by Mrs. McLaughlin and seconded by Mrs. Cavanaugh were approved by a roll call vote of 7/0.

Motion 3 offered by Mrs. McLaughlin and seconded by Mrs. Cavanaugh was approved by a roll call vote of 6/0/1 with Mr. Riley abstaining.

Motion 10 offered by Mrs. McLaughlin and seconded by Mrs. Cavanaugh was approved by a roll call vote of 6/0/1 with Mrs. Skellinger abstaining.

FINANCE 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. **BE IT RESOLVED**, that the Bills and Claims List for June 2019, July 2019 & August 2019 be approved and

Bills & Claims Fund 10 (June)	\$157,020.40
Bills & Claims Fund 20 (June)	\$ 7,023.38
Bills & Claims Fund 10 (July)	\$396,942.58
Bills & Claims Fund 20 (July)	\$ 1,960.00
Bills & Claims Fund 40 (July)	\$492,735.63
Bills & Claims Fund 10 (August)	\$575,766.65
Bills & Claims Fund 20 (August)	\$ 52,214.49

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:
 - May 31, 2019
 - June 30, 2019

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

May (attached)

June (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:23A-16.10(c)(3), as of May 31, 2019, and June 30, 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. **BE IT RESOLVED**, that the Board of Education approve to cancel all outstanding warrants in the general account as of July 1, 2019 for a total of \$676.89 for 2017-2018 checks.
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 2019-2020 school year.
5. Move to approve, upon the recommendation of the Superintendent, the amount of Non-Public funds for 2019-2020 under the following program:

<u>School</u>	<u>Non-Public Nursing Service Aid</u>	<u>Non-Public Security Aid</u>	<u>Non-Public Technology Aid</u>	<u>Non-Public Textbook Aid</u>
Bet Yaakov of the Jersey Shore	\$10,670.00	\$23,250.00	\$ 3,960.00	\$ 5,798.00
Saint Jerome School	\$15,617.00	\$24,150.00	\$ 5,796.00	\$ 8,486.00
District Total	\$26,287.00	\$47,400.00	\$ 9,756.00	\$14,284.00

6. **BE IT RESOLVED** that pursuant to N.J.S.A. 18A:18A-5(a)(1), the firm of Settembrino Architects be awarded a professional services contract to provide architectural services to the West Long Branch Board of Education for the 2019-2020 school year. Furthermore, compensation for this contract shall be set according to the following schedule of hourly rates:

Principal Architect	\$150
Project Manager	\$145
Project Architect	\$140
Construction Administration	\$125
Administrative	\$ 90
Various other engineering and consultant rates as per the proposal received from Settembrino for RFP 19-01	

And, total compensation paid shall not exceed a maximum amount of \$5,000 without Board approval.

7. Recommend to retroactively accept, upon the recommendation of the Superintendent, a monetary contribution from the WLB Foundation in the amount of \$11,825.81 for Teacher Grants.

Motion 1 offered by Mr. Kramer and seconded by Mr. Waters was approved by a roll call vote of 6/0/1 with Mr. Riley abstaining on 7527 PO 19-00765 & PO 19-00763.

Motions 2-7 offered by Mr. Kramer and seconded by Mr. Waters were approved by a roll call vote of 7/0.

PERSONNEL RESOLUTIONS 1-14

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 employment of the following employees for Co-Curricular Activity Compensation for the 2019-2020 school year:

BME Spring Show:		\$2,000.00
Visual Art	Christina Andreasi	\$ 333.33
Script Writer	Lanai Robbins	\$ 333.33
Director	Lanai Robbins	\$ 333.33
Choreographer	Maria Whitehead	\$ 333.33

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Secretary	Megan Steel	\$ 333.33
Books & Beyond	Nicole Curran	\$1,123.00
Student Mentoring Coordinator	Amy Caruso	\$1,704.00
Boys Soccer	Brian Crowe	\$3,434.00
Field Hockey	Samantha O'Connell (split) (pending review of Criminal History and other applicable documents.)	\$1,717.00

2. Move to approve, upon the recommendation of the Superintendent, the following Substitute Nurses for the 2019-2020 school year at a per diem rate of \$150.00 as follows:

Carmen Boyle

Jessica Wayne

3. Move to accept, upon the recommendation of the Superintendent, the resignation of Edward Eichenbaum, FAS Personal Aide, effective July 18, 2019, with regrets.
4. Move to accept, upon the recommendation of the Superintendent, the resignation of Laura Myers, BME Teacher, effective September 1, 2019, with regrets.
5. Move to accept, upon the recommendation of the Superintendent, the retirement of Laura Duffy, LDTC, effective October 1, 2019, with regrets.
6. Move to approve, upon the recommendation of the Superintendent, the employment of Juliana Illiano, as a BME Kindergarten Teacher, from September 1, 2019, through June 30, 2020 at the salary of \$49,995 BA Step A, pending review of Criminal History and other applicable documents. Ms. Illiano possesses a Certificate of Eligibility with Advanced Standing for the following endorsement: Elementary School Teacher in Grades K-6.
7. Move to approve, upon the recommendation of the Superintendent, the employment of Abigail Cohen, as a BME Part Time Special Education Teacher, from September 1, 2019, through June 30, 2020 at the salary of \$27,247.50 MA Step A, pending review of Criminal History and other applicable documents. Ms. Cohen possesses a Certificate of Eligibility with Advanced Standing for the following endorsements: Elementary School Teacher in Grades K-6 and Teacher of Students with Disabilities.
8. Move to approve, upon the recommendation of the Superintendent, the employment of Richard Yelton, as a FAS Special Education Personal Aide, as per the I.E.P., from September 1, 2019, through June 30, 2020 at the salary of \$20,000, with single benefits, pending review of Criminal History and other applicable documents.

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9. Move to approve, upon the recommendation of the Superintendent, the employment of Julie Blessing, as a BME Part Time Shared Personal Aide, as per the I.E.P., from September 1, 2019 through June 30, 2020 at the salary of \$14,860, no health benefits, pending review of Criminal History and other applicable documents. Ms. Blessing possess a Masters Degree in Elementary Education.
10. Move to approve, upon the recommendation of the Superintendent, the employment of Courtney Swoope, as a BME Part Time Shared Personal Aide, as per the I.E.P., from September 1, 2019 through June 30, 2020 at the salary of \$12,170, no health benefits, pending review of Criminal History and other applicable documents. Ms. Swoope has a Bachelor of Science in Early Childhood.
11. Move to approve, upon the recommendation of the Superintendent, the following Lunch Aide for the 2019-2020 school year at a per diem rate of \$37.50 as follows:

Peggy Fleischer

12. Move to approve, upon the recommendation of the Superintendent, Julie Thornton, as a volunteer coach for the girls' 2019 field hockey team pending review of Criminal History and other applicable documents.
13. Move to amend the salary of Amanda Mazzella for completion of college credits, from BA Step D \$52,005 to BA+30 Step D \$53,505.
14. Move to approve, upon the recommendation of the Superintendent, Rob Cavanaugh, as a volunteer coach for the boys' 2019 soccer team pending review of Criminal History and other applicable documents.

Motions 1-13 offered by Mrs. McLaughlin and seconded by Mrs. Skellinger were approved by a roll call vote of 7/0.

Motion 14 offered by Mrs. McLaughlin and seconded by Mrs. Skellinger was approved by a roll call vote of 6/0/1 with Mrs. Cavanaugh abstaining.

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, the below policy submitted for first reading:

Revise/Review

- 5141.4 Missing, Abused, and Neglected Children (Policy)
- 5141.4 Missing, Abused, and Neglected Children (Regulation)
- 6163.3 Live Animals in the Classroom

2. Move to approve, upon the recommendation of the Superintendent, the updated job description for the following:

- Athletic Coach

Motion offered by Mrs. Cavanaugh and seconded by Mr. Riley 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.

1. Enrollment report for the month of June 2019:

<i>ENROLLMENT DATA</i>	
Pre-Kindergarten	35
Kindergarten	65
1	66
2	41
3	64
4	46
BETTY MCELMON ELEMENTARY TOTAL	317
5	64
6	65
7	67
8	64
FRANK ANTONIDES SCHOOL TOTAL	260
OUT OF DISTRICT STUDENTS	10
DISTRICT ENROLLMENT	587

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

School:	Betty McElmon Elementary	Frank Antonides School
Date	1. 6/4/2019	1. 6/4/2019
	2. 6/12/2019	2. 6/12/2019
Type of Drill	1. FIRE DRILL	1. FIRE DRILL

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	2. School Security Drill (Tabletop)	2. School Security Drill (Tabletop)
School:	Betty McElmon Elementary	Frank Antonides School
Date	1. 7/10/2019	1. 7/10/2019
Type of Drill	1. FIRE DRILL	1. FIRE DRILL

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

<u>STUDENT ATTENDANCE</u>	<u># OF DAYS POSSIBLE</u>	<u># OF DAYS ABSENT</u>	<u>PERCENT ATTENDANCE</u>
Betty McElmon Elementary	4426	182	95.89%
Frank Antonides School	3635	179	95.08%

4. Move to approve, upon the recommendation of the Superintendent, the following Staff Attendance Report for the month of June 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	428	46	89.3	28	95.8
FAS	462	48	89.6	14	92.6

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

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

6. Move to approve, upon the recommendation of the Superintendent, the following SSDS/HIB Report for Report Period 2 (January 2019 through June 2019):

	<u>Total Reported Incidents</u>	<u>Total Confirmed Incidents</u>	<u>Total Unfounded Incidents</u>
Betty McElmon Elementary	0	0	1
Frank Antonides School	3	3	0
TOTALS	3	3	1

Motion offered by Mrs. McLaughlin and seconded by Mrs. Skellinger was approved by a roll call vote of 7/0.

DISCUSSION ITEMS:

NJSBA Legislative Delegate/ MCSBA

Lauren Gassman

Foundation

Meaghan Cavanaugh

- Update on cornhole fundraiser

PTA

Christine Skellinger

Borough of West Long Branch Liaison

Mary Gassman

Business Administrator/Board Secretary

Corey Lowell

- Hotel for NJSBA workshop

Superintendent Comments

Thomas Farrell

PUBLIC COMMENTS:

None

MOTION TO ADJOURN

Motion offered by Mr. Kramer and seconded by Mrs. Cavanaugh was approved by a roll call vote of 7/0 at 7:26 p.m.

Respectfully Submitted,

Corey Lowell
School Business Administrator/Board Secretary