

**RESOLUTIONS OF THE WEST LONG BRANCH BOARD OF EDUCATION**  
**Regular Public Meeting Minutes – 7:00 p.m.**  
**Betty McElmon Elementary School Gymnasium**  
**Tuesday, February 22, 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:**

*Gianna Carasia & Nicholas Schleichert*

**The Following Members of the Board of Education were Present:**

Mrs. Cavanaugh                      Mrs. Gassman      Mr. Kramer  
Mr. Pringle (entered at 7:57 p.m.)   Mrs. Scullion      Mrs. Skellinger  
Mrs. Sisk                                  Mrs. Tabakman-Plancher

**The Following Member of the Board of Education was Absent:**

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

**PUBLIC COMMENTS:**

- A parent asked about the SEL program in the West Long Branch Schools. Mrs. Egan answered his question.

**APPROVAL OF MINUTES**

January 25, 2022                      Regular Public Meeting

**Motion offered by Mrs. Cavanaugh and seconded by Mrs. Tabakman-Plancher was approved by a roll call vote of 7/0.**

**BUILDING AND GROUNDS 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. Move to approve, upon the recommendation of the Superintendent, the use of the FAS & BME Gymnasiums, District Cafeteria, and hallways by the WLB Foundation for ARTivity Fundraiser Craft Fair Night and Art show on April 29, 2022 from 6:00 p.m. to 8:30 p.m. and 2:00 p.m. for set-up and 9:00 p.m. for clean-up.

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

**CURRICULUM AND INSTRUCTION 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.

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1. 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:

<b>Date</b>	<b>Name</b>	<b>Workshop</b>	<b>Location</b>	<b>All Costs of Program</b>
March 15, 2022	Monika Cagliostro	IED Seminars: Strategies to Maximize Social Studies Instruction	Virtual	\$279.00 (workshop) (account #20-270-200-300-000-050)
March 16, 2022	Lou Castagno	BER:Motivating the Unmotivated	Virtual	\$279.00 (workshop) (account #20-270-200-300-000-050)
April 12, 2022	Lou Castagno	BER:Strengthening Your Special Needs Students: Strategies for Organizing Tasks, Time, Materials, and Behavior	Virtual	\$279.00 (workshop) (account #20-270-200-300-000-050)

2. Move to approve, upon the recommendation of the Superintendent, the following class trip(s)/academic event(s) as per attached Appendix A. (account #11-190-100-800-01-050)
3. Move to approve, upon the recommendation of the Superintendent, the following Kean University student to participate in a Student Teaching Experience program commencing from February 2022 to May 2022 as noted below:

<b><u>Student Name</u></b>	<b><u>Placement</u></b>	<b><u>Cooperating Teacher(s)</u></b>
Paul Christopher, Jr.	Physical Education/Health	Lou Petrone

4. Move to approve retroactively, upon the recommendation of the Superintendent, Home Instruction services for SID #7895910085 from Learn Well Inc. effective February 8, 2022, not to exceed 10 hours per week at the rate of \$50.00 per hour as per physician until further notice.
5. Move to approve, upon the recommendation of the Superintendent, the submission for approval of the 2021-2024 Bilingual/ESL Three Year Program Plan.

6. RESOLVED that the West Long Branch Board of Education accept the American Rescue Plan Act Elementary and Secondary School Emergency relief (ARP ESSER) Homeless Children and Youth (ARP-HCY) Funding in the amount of \$3,159 (with allocation via participation in the Monmouth Ocean Educational Services Commission (MOESC) consortium).

**Motion offered by Mrs. Scullion and seconded by Mrs. Cavanaugh was approved by a roll call vote of 7/0.**

**FINANCE RESOLUTIONS 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. BE IT RESOLVED, that the Bills and Claims List for January 2022 and February 2022 be approved and

Bills & Claims Fund 10 (Jan)	\$150,418.21
DCRP Fund 10 (Jan)	\$ 1,078.88
Void Checks (#10087 & 10088) Printer needed maintenance kit	
Void Checks (#10091-10154) Printer needed maintenance kit	
Void Check (#10089)	\$ 257.04
Bills & Claims Fund 10 ( Feb)	\$397,879.07
Bills & Claims Fund 20 (Feb)	\$ 57,096.42

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:
    - December 2021
    - January 2022
  - That the listed budget transfer(s) be authorized in accordance with N.J.S.A. 18A:22-8.1:
    - December 2021 (attached)
    - January 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 December 31, 2021, and January 31, 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

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. Move that the annual ACFR/audit for the year ended June 30, 2021 be accepted and placed on file. The audit report is included in section 2, the financial section, of the Comprehensive Annual Financial Report. There is one audit finding and recommendation.

Recommendation Number	Corrective Action	Method of Implementation	Individual Responsible for Implementation	Completion Date of Implementation
1	The food service fund had excess cash greater than three months' operating expenses.	Funds will be spent on items for the kitchen as well as new cafeteria tables.	Business Administrator/Food Service Director	6/30/22

4. RESOLVED that the West Long Branch Board of Education authorize the Board Secretary to execute a lease agreement with Municipal Capital Corporation through State Contract #A40467 (Ricohs Americas Corporation through Atlantic Tomorrow’s Office) to replace 2 copiers at a cost of \$606.78 per month for 60 months.
5. RESOLVED that the West Long Branch Board of Education accept the corrective action plan for School Nutrition Program Procurement Review.

Recommendation Number	Recommendation	Approved Corrective Action	Person Responsible for the Implementation of the Corrective Action	Effective Date of Implementation
1	The SFA should add the code of conduct form (#327) and documented procurement	The SFA will add the code of conduct form (#327) and documented procurement	Corey Lowell, Business Administrator	2021-2022 School Year

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	procedures form (#326) to its existing policies.	procedures form (#326) to its existing policies.		
2	The District should ensure that all costs charged are reasonable, necessary, actual, and appropriate supporting documentation is maintained by the FSMC, as well as have the FSMC provide a certification on their monthly invoices that all costs included on the Operating Statement are allowable costs.	The District will ensure that all costs charged are reasonable, necessary, actual, and appropriate supporting documentation is maintained by the FSMC, as well as have the FSMC provide a certification on their monthly invoices that all costs included on the Operating Statement are allowable costs.	Corey Lowell, Business Administrator	2021-2022 School Year
3	The FSMC should certify any applicable discounts, rebates, and credits to the SFA on its monthly operating statement.	The FSMC will certify any applicable discounts, rebates, and credits to the SFA on its monthly operating statement.	Food Service Staff	2021-2022 School Year

**Motion offered by Mrs. Gassman and seconded by Mrs. Cavanaugh was approved by a roll call vote of 7/0.**

**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 retroactively approve, upon the recommendation of the Superintendent, the employment of JoAnn Welsh, as an Interim Part-Time Payroll Clerk, from February 1, 2022 through June 30, 2022 at the pay rate of \$450 per pay period, not to exceed \$10,800, no health benefits.

2. Move to approve, upon the recommendation of the Superintendent, the employment of the following employees for Co-Curricular Activity Compensation for the 2021-2022 school year:

BME Spring Show:		
Choreography	Kaitlyn Hackett/ Lauren McKenna	\$666.66 (split stipend)

**Motion offered by Mr. Kramer and seconded by Mrs. Tabakman-Plancher was approved by a roll call vote of 7/0.**

**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. Move to approve the *amended* 2021-2022 school calendar. (Attachment)
2. Move to approve, upon the recommendation of the Superintendent, the 2022-2023 school calendar. (Attachment)
3. Move to approve the suspension of Policy 5141.10 Face Coverings, effective on March 7, 2022 until further notice.

**Motion offered by Mrs. Cavanaugh and seconded by Mrs. Scullion was approved by a roll call vote of 7/0.**

**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 January 2022:

<b><i>ENROLLMENT DATA</i></b>	
Pre-Kindergarten	28
Kindergarten	65
1	59
2	58

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3	59
4	59
<b>BETTY MCELMON ELEMENTARY TOTAL</b>	<b>328</b>
5	43
6	59
7	46
8	64
<b>FRANK ANTONIDES SCHOOL TOTAL</b>	<b>212</b>
<b>OUT OF DISTRICT STUDENTS</b>	<b>7</b>
<b>DISTRICT ENROLLMENT</b>	<b>547</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 January 2022:

School:	Betty McElmon Elementary	Frank Antonides School
Date	1. 6th 1:45 - 1:52 PM	1. 6th 1:45 - 1:52 PM
	2. 13th 10:00 -10:06 AM	2. 13th 10:00 -10:06 AM
Type of Drill	1. FIRE DRILL	1. FIRE DRILL
	1. 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 January 2022:

<u>STUDENT ATTENDANCE</u>	<u># OF DAYS POSSIBLE</u>	<u># OF DAYS ABSENT</u>	<u>PERCENT ATTENDANCE</u>
Betty McElmon Elementary	5911	461	92.20%
Frank Antonides School	3832	204.5	94.66%

4. Move to approve, upon the recommendation of the Superintendent, the following Staff Attendance Report for the month of January 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	632	49.5	92.16	19	95.17
FAS	680	49.5	92.7	20	95.66



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 (226785_BME_01082022)
<b>Frank Antonides School</b>	2	1 (226789_FAS_01102022)	1 (226718_FAS_01042022)
<b>TOTALS</b>	3	1	2

Motion offered by Mrs. Gassman and seconded by Mrs. Tabakman-Plancher was approved by a roll call vote of 7/0.

**DISCUSSION ITEMS:**

**NJSBA Legislative Delegate/ MCSBA**

**Mary Gassman**

- No report

**Foundation**

**Meaghan Cavanaugh**

- ARTivity night is April 29.

**PTA**

**Christine Skellinger**

- The spring book fair has started.

**Borough of West Long Branch Liaison**

**Mary Gassman**

- No report

**Business Administrator/Board Secretary**

**Corey Lowell**

- Asked the BOE if they are available March 22, 2022 since the budget deadline was extended.

**Superintendent Comments**

**Christina Egan**

- Thanked everyone for coming out for strategic planning last week.

**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: **to consider a personnel matter and receive attorney advice.**

**MOTION TO OPEN EXECUTIVE SESSION**

**Motion offered by Mrs. Sisk and seconded by Mrs. Tabakman-Plancher was approved by a voice vote of 6/0 at 7:38 p.m.**

**Mr. Kramer left executive session at 7:38 p.m.**

**Mr. Pringle entered executive session at 7:57 p.m.**

**MOTION TO ADJOURN EXECUTIVE SESSION**

**Motion offered by Mrs. Gassman and seconded by Mrs. Cavanaugh was approved by a voice vote of 7/0 at 8:25 p.m.**

**MOTION TO ADJOURN**

**Motion offered by Mrs. Scullion and seconded by Mr. Pringle was approved by a voice vote of 7/0 at 8:28 p.m.**

Respectfully Submitted,

Corey Lowell  
School Business Administrator/Board Secretary