

**RESOLUTIONS OF THE WEST LONG BRANCH BOARD OF EDUCATION**  
**Reorganization Meeting – District Media Center 6:00 p.m.**  
**Tuesday, January 7, 2020**

**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**

This meeting was called to order at \_\_\_\_ p.m. by Corey Lowell, Business Administrator/Board Secretary.

"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 has 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**

**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.*

**RESULTS OF ELECTION**

**Oath of Office**

Corey Lowell, Business Administrator/Board Secretary, will read the election results, and will give the Oath of Office to the following newly elected Board Members (noted with asterisk)

**Candidates/Three (3) Year Term**

**TOTAL VOTES COUNTED**

*Lauren Gassman	800
*Brian Kramer	770
*Christine "Tina" Skellinger	817

**Candidate/One (1) Year Unexpired**

**TOTAL VOTES COUNTED**

*Ryan Pringle (write-in)	37
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Roll call showed the following Board Members in attendance:

Mrs. Cavanaugh _____	Mrs. Gassman _____	Mr. Kramer _____
Mr. Riley _____	Mrs. Scullion _____	Mrs. Skellinger _____
Mr. Waters _____	Ms. Gassman _____	

Also in attendance:

Thomas G. Farrell,	Superintendent
Corey Lowell,	Business Administrator/Board Secretary
Viola Lordi, Esq.,	Board Attorney

**REORGANIZATION OF THE BOARD OF EDUCATION**

*Board Secretary presides over the meeting for the purpose of conducting an election for the Office of Board President.*

**Nominations for Office of President for calendar year 2020**

Nominating Motion: \_\_\_\_\_ nominated by \_\_\_\_\_ (second not required)  
\_\_\_\_\_ nominated by \_\_\_\_\_

Closing of the Nominations:

*Board Secretary requests a motion to close nominations.*

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Y: \_\_\_\_\_ N: \_\_\_\_\_ ABST: \_\_\_\_\_

Reorganization Meeting January 7, 2020

**Election of the President for calendar year 2020**

Appoint \_\_\_\_\_ as President of the West Long Branch School District Board of Education.

<b>ROLL CALL:</b>	<b>Y</b>	<b>N</b>	<b>Abst.</b>		<b>Y</b>	<b>N</b>	<b>Abst.</b>		<b>Y</b>	<b>N</b>	<b>Abst.</b>
Mrs. Cavanaugh				Mrs. Gassman				Mr. Kramer			
Mr. Riley				Mrs. Scullion				Mrs. Skellinger			
Mr. Waters				Ms. Gassman							

Y: \_\_\_\_\_ N: \_\_\_\_\_ ABST: \_\_\_\_\_

*The Board Secretary presents the gavel to the new Board President.*

**President opens nominations for Office of Vice President for calendar year 2020**

Nominating Motion: \_\_\_\_\_ nominated by \_\_\_\_\_ (second not required)  
\_\_\_\_\_ nominated by \_\_\_\_\_

Closing of the Nominations:

*President requests a motion to close nominations.*

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

Y: \_\_\_\_\_ N: \_\_\_\_\_ ABST: \_\_\_\_\_

**Election of the Vice President for calendar year 2020**

Appoint \_\_\_\_\_ as Vice President of the West Long Branch School District Board of Education.

<b>ROLL CALL:</b>	<b>Y</b>	<b>N</b>	<b>Abst.</b>		<b>Y</b>	<b>N</b>	<b>Abst.</b>		<b>Y</b>	<b>N</b>	<b>Abst.</b>
Mrs. Cavanaugh				Mrs. Gassman				Mr. Kramer			
Mr. Riley				Mrs. Scullion				Mrs. Skellinger			
Mr. Waters				Ms. Gassman							

Y: \_\_\_\_\_ N: \_\_\_\_\_ ABST: \_\_\_\_\_

**PUBLIC COMMENTS:**

**Anyone wishing to address the Board regarding items that are on the agenda, 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 ORGANIZATION CHART**

**BE IT RESOLVED**, that the District’s Organization Chart be approved as per the attached.

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

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_ Mr. Kramer \_\_\_\_\_  
Mr. Riley \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Skellinger \_\_\_\_\_  
Mr. Waters \_\_\_\_\_ Ms. Gassman \_\_\_\_\_

**CODE OF ETHICS TRAINING**

**ADOPTION OF CODE OF ETHICS**

**BE IT RESOLVED**, that the New Jersey School Boards Association Code of Ethics shall be considered the Official Code of Ethics for the West Long Branch Board of Education.

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children, regardless of their ability, race, creed, sex or social standing.
3. I will confine my board action to policymaking, planning, and appraisal and I will help to frame policies and plans, only after the Board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the school, but together with my fellow board members, to see that they are well run.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the school for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff, the aspirations of the community for its schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

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

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_ Mr. Kramer \_\_\_\_\_  
Mr. Riley \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Skellinger \_\_\_\_\_  
Mr. Waters \_\_\_\_\_ Ms. Gassman \_\_\_\_\_

**RESOLUTION: APPROVING SCHEDULE OF MEETING DATES FOR THE 2020 CALENDAR YEAR**

**BE IT RESOLVED**, that the Board of Education of the Borough of West Long Branch approve the attached schedule of meeting dates for the 2020 calendar year.

<u>Meeting</u>	<u>Date</u>	<u>Location</u>
Regular Meeting	Tuesday, January 28, 2020	District Media Center
Regular Meeting	Tuesday, February 25, 2020	District Media Center
Regular Meeting	Tuesday, March 17, 2020	District Media Center
Regular Meeting	Tuesday, April 28, 2020	District Media Center
Regular Meeting	Tuesday, May 26, 2020	District Media Center
Regular Meeting	Tuesday, June 16, 2020	District Media Center
Regular Meeting	Tuesday, August 25, 2020	District Media Center
Regular Meeting	Tuesday, September 22, 2020	District Media Center
Regular Meeting	Tuesday, October 27, 2020	District Media Center
Regular Meeting	Tuesday, November 24, 2020	District Media Center
Re-Organization Meeting (6:00 pm)	Tuesday, January 5, 2021	District Media Center

**AND BE IT FURTHER RESOLVED**, that the Notice of Public Meeting is adopted as follows:

**Section 1** The Regular Monthly Public Meetings at which formal action will be taken are to be held as per the schedule of meetings at 7:00 p.m. All meetings will take place in the District Media Center. The detailed meeting schedule will be attached to the minutes of this meeting.

**Section 2** The annual notice for the Borough of West Long Branch Board of Education Meetings will be published in the Asbury Park Press, the Link, and will be filed with the Municipal Clerk of the Borough of West Long Branch, and the County Superintendent’s Office.

**Section 3** The President of the Board will announce and have placed in the minutes of each meeting, a statement indicating that the notice requirement of the law has been satisfied stating the time, place and manner in which the required notice was provided.

**Section 4** Only emergency meetings may be held, if required, without complying with the notice requirements of the law.

**Section 5** The Borough of West Long Branch Board of Education will hold closed meetings only to discuss those matters, which are specifically exempt from the law.

Primarily, these closed portions of the meetings will involve personnel matter and material, which would constitute an unwarranted invasion of an individual's privacy.

Only the twelve types of materials listed in the law will be discussed or acted upon in private.

**Section 6** Before going into closed session, the Board will adopt a resolution indicating the general nature of the subject to be discussed at the closed session and if and when that discussion can be disclosed to the public.

**Section 7** Appropriate minutes will be kept of all meetings including the time and place for the meeting, members present, method of notice of the meeting and the subjects considered. Minutes will be available for public inspection except items, which are specifically exempt from disclosure by law.

**Section 8** Active participation will be allowed at all monthly public meetings of the Board.

**Section 9** This resolution shall take effect immediately.

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

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_ Mr. Kramer \_\_\_\_\_  
Mr. Riley \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Skellinger \_\_\_\_\_  
Mr. Waters \_\_\_\_\_ Ms. Gassman \_\_\_\_\_

**RESOLUTION: DESIGNATING OFFICIAL NEWSPAPERS**

**BE IT RESOLVED**, that the following newspapers shall be designated as Official Newspapers to be used for Board of Education advertisements and notices:

**Official Newspaper**

Asbury Park Press  
The Link

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

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_ Mr. Kramer \_\_\_\_\_  
Mr. Riley \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Skellinger \_\_\_\_\_  
Mr. Waters \_\_\_\_\_ Ms. Gassman \_\_\_\_\_

**PARLIAMENTARY PROCEDURES**

**BE IT RESOLVED**, that the Board of Education adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the Board Secretary and/or Assistant Board Secretary to act as the Parliamentarian for the 2020 calendar year depending on who is covering the meeting.

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

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_ Mr. Kramer \_\_\_\_\_  
Mr. Riley \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Skellinger \_\_\_\_\_  
Mr. Waters \_\_\_\_\_ Ms. Gassman \_\_\_\_\_

**ADOPTION OF POLICIES AND BYLAWS**

**BE IT RESOLVED**, that the Board of Education approve all of the Official Board of Education Bylaws and Policies as per the detailed policies currently found in the West Long Branch Board of Education Official Policy Manuals, which, are on file and available for public review and inspection in the Administration Offices at Frank Antonides School, 135 Locust Avenue, West Long Branch, New Jersey, 07764 (On file in the office of the Board Secretary).

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

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_ Mr. Kramer \_\_\_\_\_  
Mr. Riley \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Skellinger \_\_\_\_\_  
Mr. Waters \_\_\_\_\_ Ms. Gassman \_\_\_\_\_

**ADOPTION OF CURRICULUM AND TEXTBOOKS**

**BE IT RESOLVED**, that the curricula and textbooks previously adopted by the Board of Education, as well as all revisions thereto be adopted (posted on the District website).

**CURRICULA**

- Pre-K-8 Art
- Pre-K-8 Guidance
- Pre-K-8 Music
- Pre-K-8 Physical Education/Health
- Pre-K-8 Spanish
- K-8 English Language Arts
- K-8 Mathematics
- K-8 Science
- K-8 Social Studies
- K-4 Library/Media
- K-8 Amistad and Holocaust
- K-8 Dance and Theater
- K-8 English Language Learner
- K-8 Financial Literacy

K-8 Gifted and Talented  
K-8 Technology/Electives (Coding, Robotics, TV Video  
Production)  
5-8 Family and Consumer Science (Life Skills)

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

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_ Mr. Kramer \_\_\_\_\_  
Mr. Riley \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Skellinger \_\_\_\_\_  
Mr. Waters \_\_\_\_\_ Ms. Gassman \_\_\_\_\_

**DESIGNATION OF OFFICIAL DEPOSITORIES AND SIGNEES**

**BE IT RESOLVED**, that the Board of Education of the Borough of West Long Branch designates the following Institution as Depositories of District Funds for the 2020 calendar year:

Investors Bank

**BE IT FURTHER RESOLVED**, that the Board approve the following list of signers for accounts held by the West Long Branch Board of Education at Investors Bank.

WARRANT ACCOUNT \_\_\_\_\_, Board of Education President  
Corey Lowell, School Business Administrator  
Thomas Farrell, Superintendent  
Lorraine Simon, Assistant Business Administrator

PAYROLL ACCOUNT George Stone, Treasurer of School Monies  
\_\_\_\_\_, Board of Education President  
Corey Lowell, School Business Administrator  
Lorraine Simon, Assistant Business Administrator

PAYROLL AGENCY ACCOUNT George Stone, Treasurer of School Monies  
Corey Lowell, School Business Administrator  
Thomas Farrell, Superintendent  
Lorraine Simon, Assistant Business Administrator

UNEMPLOYMENT TRUST ACCOUNT \_\_\_\_\_, Board of Education President  
Corey Lowell, School Business Administrator  
Thomas Farrell, Superintendent  
Lorraine Simon, Assistant Business Administrator

SCHOOL LUNCH ACCOUNT \_\_\_\_\_, Board of Education President  
Corey Lowell, School Business Administrator  
Thomas Farrell, Superintendent  
Lorraine Simon, Assistant Business Administrator



PETER WEINMAN \_\_\_\_\_, Board of Education President  
SCHOLARSHIP ACCOUNT Corey Lowell, School Business Administrator  
Thomas Farrell, Superintendent  
Lorraine Simon, Assistant Business Administrator

PETTY CASH ACCOUNT \_\_\_\_\_, Board of Education President  
Corey Lowell, School Business Administrator  
Thomas Farrell, Superintendent  
Lorraine Simon, Assistant Business Administrator

CAPITAL RESERVE \_\_\_\_\_, Board of Education President  
ACCOUNT Corey Lowell, School Business Administrator  
Thomas Farrell, Superintendent  
Lorraine Simon, Assistant Business Administrator

MAINTENANCE RESERVE \_\_\_\_\_, Board of Education President  
ACCOUNT Corey Lowell, School Business Administrator  
Thomas Farrell, Superintendent  
Lorraine Simon, Assistant Business Administrator

EMERGENCY RESERVE \_\_\_\_\_, Board of Education President  
ACCOUNT Corey Lowell, School Business Administrator  
Thomas Farrell, Superintendent  
Lorraine Simon, Assistant Business Administrator

FAS STUDENT ACTIVITY \_\_\_\_\_, FAS Principal  
Corey Lowell, School Business Administrator  
Thomas Farrell, Superintendent  
Lorraine Simon, Assistant Business Administrator

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

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_ Mr. Kramer \_\_\_\_\_  
Mr. Riley \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Skellinger \_\_\_\_\_  
Mr. Waters \_\_\_\_\_ Ms. Gassman \_\_\_\_\_

**APPROVE CHART OF ACCOUNTS**

**BE IT RESOLVED**, that the Board authorize the Uniform Chart of Accounts for New Jersey Public Schools for the 2019-2020 edition.

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

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_ Mr. Kramer \_\_\_\_\_  
Mr. Riley \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Skellinger \_\_\_\_\_  
Mr. Waters \_\_\_\_\_ Ms. Gassman \_\_\_\_\_

**AUTHORIZE PETTY CASH FUND**

**BE IT RESOLVED** that the Board of Education approves the re-establishment of the following Petty Cash Account for the 2020 calendar year:

<u>Department</u>	<u>Name</u>	<u>Amount</u>
Assistant Business Administrator/ Board Secretary	Lorraine Simon	\$500.00

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

**ROLL CALL**

Mrs. Cavanaugh _____	Mrs. Gassman _____	Mr. Kramer _____
Mr. Riley _____	Mrs. Scullion _____	Mrs. Skellinger _____
Mr. Waters _____	Ms. Gassman _____	

**PURCHASING AGENT/BID THRESHOLD**

**WHEREAS**, pursuant to N.J.S.A. 18A:18A-3, the West Long Branch Board of Education (sometimes "Board") may grant the Business Administrator of the Board, as the Board's Purchasing Agent, the authority, responsibility and accountability for the purchasing activity of the Board and the authority to prepare advertisements, to advertise for and receive bids, and to award contracts as permitted by law; and

**WHEREAS**, pursuant to N.J.S.A. 18A:18A-3 the Board, by a general delegation of power, may establish a bid threshold in an amount not to exceed \$40,000 if the Purchasing Agent is qualified pursuant to N.J.S.A. 40A:11-9; and

**WHEREAS**, Corey Lowell, Business Administrator, is the Board's Purchasing Agent and is a QPA pursuant to N.J.S.A. 40A:11-3 and

**WHEREAS**, pursuant to N.J.S.A. 18A:18A-3, the Board, by a general delegation of power, may grant the Purchasing Agent the authority to award any contract the cost or price of which, in the aggregate, is less than 15 percent of the bid threshold, without advertisement for bids and without solicitation of competitive quotations; and

**WHEREAS**, pursuant to N.J.S.A. 18A:18A-3 and N.J.S.A. 18A:18A-37(a), the Board, by a general delegation of power, may grant the Purchasing Agent the authority to award any contract:

- (1) the cost or price of which amounts, in the aggregate, to less than the bid threshold but to greater than 15 percent thereof, or
- (2) that is exempt from the public bidding requirements as provided in N.J.S.A. 18A:18A-5 (except for professional services and work performed by employees of the Board) without advertising for bids but after solicitation of at least two competitive quotations (if practicable) as required by law; and

**NOW, THEREFORE, BE IT RESOLVED**, by the West Long Branch Board of Education pursuant to the aforesaid statutes as follows:

- (1) the bid threshold for the Board is hereby established at \$40,000.
- (2) Corey Lowell is duly authorized to award contracts that amount in the

aggregate, to less than \$6,000 (which is fifteen percent (15%) of the bid threshold of \$40,000) without advertisement for bids and without solicitation of competitive quotations; and

- (3) Corey Lowell is duly authorized to seek competitive quotations for and to award contracts as provided by law that either:
  - (a) amount, in the aggregate, to less than \$40,000, but to greater than \$6,000; or
  - (b) are exempt from the public bidding requirements pursuant to N.J.S.A. 18A:18A-5 (except for professional services and work performed by Board employees), subject to the Board’s having previously budgeted for the expenditure or otherwise approved the expenditure.
- (4) Corey Lowell is duly authorized to purchase any goods or services pursuant to a State contract that amounts, in the aggregate, to less than \$40,000 without prior approval of the Board, subject to the Board’s having previously budgeted for the expenditure or otherwise approved the expenditure. All such purchases made through State contracts will be approved by the Board on a retroactive basis at least once each school year.

**BE IT FURTHER RESOLVED**, that this resolution supersedes all prior resolutions on these subjects.

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

**ROLL CALL**

Mrs. Cavanaugh _____	Mrs. Gassman _____	Mr. Kramer _____
Mr. Riley _____	Mrs. Scullion _____	Mrs. Skellinger _____
Mr. Waters _____	Ms. Gassman _____	

**STATE CONTRACT PROCUREMENT**

Resolution authorizing the Procurement of Goods and Services through State Agency for the calendar year 2020.

**WHEREAS**, Title 18A:18A-10 provides that, "A Board of Education without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

**WHEREAS**, The West Long Branch Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

**WHEREAS**, The West Long Branch Board of Education desires to authorize its purchasing agent for the calendar year 2020 to make any and all purchases necessary to meet the needs of the school district throughout the school year,

**NOW, THEREFORE BE IT RESOLVED**, that the West Long Branch Board of Education does hereby authorize the district Purchasing Agent to make purchases of goods and services entered into

on behalf of the State by the Division of Purchase and Property utilizing vendors that have State Contracts. The Purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contract Number utilized for any purchase in excess of \$40,000, subject to the Board’s having previously budgeted for the expenditure or otherwise approved the expenditure.

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

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_ Mr. Kramer \_\_\_\_\_  
Mr. Riley \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Skellinger \_\_\_\_\_  
Mr. Waters \_\_\_\_\_ Ms. Gassman \_\_\_\_\_

**APPOINTMENT OF CUSTODIAN OF RECORDS AND PUBLIC ACCESS TO RECORDS**

**WHEREAS**, P.L. 2001, c404 (C.47:1A-7, known as the Public Access Law, amends and supplements P.L. 1963, c73, c73.P.L 1995, c23 and P.L. 1998, c17 regarding access to government records and,

**WHEREAS**, the law designates that a person be designated as the custodial of a government record, and

**WHEREAS**, copies of permitted government records must be provided to persons upon written request and prepayment of fees prescribed by law or regulation, and

**WHEREAS**, except as otherwise provided by law or regulation, the fee assessed for the copying of a government record shall be \$0.05 per letter size page or smaller, and \$0.07 per legal size page or larger.

**BE IT FURTHER RESOLVED**, that the Board of Education appoints the Business Administrator/Board Secretary as the custodian of government records, and

**BE IT FURTHER RESOLVED**, that the West Long Branch Board of Education approves the Records Request form for the use of any person, who requests access to government records.

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

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_ Mr. Kramer \_\_\_\_\_  
Mr. Riley \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Skellinger \_\_\_\_\_  
Mr. Waters \_\_\_\_\_ Ms. Gassman \_\_\_\_\_

**APPOINTMENT OF SCHOOL BOARD ATTORNEY**

**BE IT RESOLVED**, that the Board of Education hereby appoints the law firm of Wilentz, Goldman & Spitzer P.A., 90 Woodbridge Center Drive, Woodbridge, NJ 07095, as Board Attorney for the West Long Branch Board of Education for the period from January 7, 2020 through the next Board Organization Meeting; and

**BE IT FURTHER RESOLVED**, that the Board of Education hereby approves the related Agreement for Professional Legal Services between the Board and Wilentz, Goldman & Spitzer

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P.A. for the period from January 7, 2020 through the next Board Organization Meeting (“Agreement”); and

**BE IT FURTHER RESOLVED**, that Wilentz, Goldman & Spitzer P.A. be and is hereby authorized and designated to serve as legal counsel for the West Long Branch Board of Education at the hourly rate of \$175 for shareholders, \$160 for counsel and associates and \$95 for paralegals. The Board will also reimburse Wilentz, Goldman & Spitzer P.A. for costs such as computer research, UPS Overnight, messenger, long distance telephone calls, facsimile, photocopy, and the like; and

**BE IT FURTHER RESOLVED**, that notice of the award of the above described contract for professional legal services shall be provided as required by N.J.S.A. 18A:18A-5a(1); and

**BE IT FURTHER RESOLVED**, that this resolution and the Agreement shall be maintained on file and available for public inspection in the Board’s office; and

**BE IT FURTHER RESOLVED**, that the Board President and the Business Administrator/Board Secretary, as the attesting witness, are hereby authorized to sign the Agreement.

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

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_ Mr. Kramer \_\_\_\_\_  
Mr. Riley \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Skellinger \_\_\_\_\_  
Mr. Waters \_\_\_\_\_ Ms. Gassman \_\_\_\_\_

**APPOINTMENT OF 504 COMPLIANCE OFFICER**

**BE IT RESOLVED**, that the Board approve the appointment of James J. Erhardt as the BME 504 District Compliance Officer and Allyson Winter as the FAS 504 District Compliance Officer for the 2019-2020 school year and through the next Board Organization Meeting.

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

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_ Mr. Kramer \_\_\_\_\_  
Mr. Riley \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Skellinger \_\_\_\_\_  
Mr. Waters \_\_\_\_\_ Ms. Gassman \_\_\_\_\_

**OTHER COMPLIANCE OFFICERS**

**BE IT RESOLVED**, that the Board approve Corey Lowell as the Public Agency Contracts Compliance Officer effective January 7, 2020 through the next Board Organization Meeting.

**BE IT RESOLVED**, that the Board approve Andres Mora, Aramark, as the Integrated Pest Management Coordinator effective January 7, 2020 through the next Board Organization Meeting.

**BE IT RESOLVED**, that the Board approve Corey Lowell, as the Right to Know Officer effective January 7, 2020 through the next Board Organization Meeting.

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**BE IT RESOLVED**, that the Board approve Corey Lowell, as the Asbestos Management Officer effective January 7, 2020 through the next Board Organization Meeting.

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

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_ Mr. Kramer \_\_\_\_\_  
Mr. Riley \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Skellinger \_\_\_\_\_  
Mr. Waters \_\_\_\_\_ Ms. Gassman \_\_\_\_\_

**TAX SHELTER ANNUITY COMPANIES/BROKERS**

**BE IT RESOLVED**, that the Board hereby designates the following deferred compensation plan providers with respect to the Internal Revenue Code Section 403 (b) Plan for employees:

Lincoln Investment      AXA Equitable      Valic

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

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_ Mr. Kramer \_\_\_\_\_  
Mr. Riley \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Skellinger \_\_\_\_\_  
Mr. Waters \_\_\_\_\_ Ms. Gassman \_\_\_\_\_

**APPROVAL OF MINUTES**

November 26, 2019    Regular Public Meeting

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

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_ Mr. Kramer \_\_\_\_\_  
Mr. Riley \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Skellinger \_\_\_\_\_  
Mr. Waters \_\_\_\_\_ Ms. Gassman \_\_\_\_\_

**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) as per 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:

<b>Date</b>	<b>Name</b>	<b>Workshop</b>	<b>Location</b>	<b>All Costs of Program</b>
February 24, 2020	Maria Whitehead	NJAHPERD Annual Convention	Long Branch, NJ	\$ 75.00 (workshop) \$ 0.00 (travel) \$ 75.00 (total) (account #11-000-223-580-01-080)

3. Move to approve, upon the recommendation of the Superintendent, the following Monmouth University students to participate in a Student Teaching Experience program commencing from January 2020 to December 2020 semester as noted below:

<b>Student Name</b>	<b>Placement</b>	<b>Cooperating Teacher</b>
Casey Kimmel	Physical Education	Maria Whitehead
Lauren Satmary	Kindergarten	Megan Steel

4. Move to approve, upon the recommendation of the Superintendent, for Child Study Team Services LLC, an approved NJDOE agency to continue to provide Child Study Team services as needed effective February 1, 2020 until April 30, 2020 not to exceed \$27,000.

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

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_ Mr. Kramer \_\_\_\_\_  
 Mr. Riley \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Skellinger \_\_\_\_\_  
 Mr. Waters \_\_\_\_\_ Ms. Gassman \_\_\_\_\_

**FINANCE 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. **BE IT RESOLVED**, that the Bills and Claims List for December 2019 be approved and

Bills & Claims Fund 10      \$504,825.73  
 Bills & Claims Fund 20      \$ 31,706.57

**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:
  - October 31, 2019
- That the listed budget transfer(s) be authorized in accordance with N.J.S.A. 18A:22-8.1:

**October (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 October 31, 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.

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

**ROLL CALL**

Mrs. Cavanaugh _____	Mrs. Gassman _____	Mr. Kramer _____
Mr. Riley _____	Mrs. Scullion _____	Mrs. Skellinger _____
Mr. Waters _____	Ms. Gassman _____	

**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 retroactively approve, upon the recommendation of the Superintendent, a paid medical leave of absence of Erica Dalia, FAS Teacher. Mrs. Dalia’s paid leave of absence shall be for the period from January 2, 2020 through February 28, 2020 in accordance with Article XII, Paragraph F, of the collective negotiations agreement between the Board and the West Long Branch Education Association. Mrs. Dalia will utilize accumulated sick days.



2. Move to approve, upon the recommendation of the Superintendent, the employment of, Samantha Seward as a FAS 6<sup>th</sup> Grade Special Education Teacher, from February 7, 2020 or sooner through June 30, 2020 at the salary of \$58,885 MA Step F, pending review of Criminal History and other applicable documents. Ms. Seward possesses a Standard Certificate for the following endorsements: Elementary School Teacher in Grades K-5, Elementary School Teacher with Mathematics Specialization, Grades 5-8, and Teacher of Students with Disabilities.
3. 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 (pending review of Criminal History and other applicable documents):

James Cagliostro	Robert Mikolon
Lisa Cagliostro	Pat Stasse

4. **BE IT RESOLVED**, that the Board of Education accept the resignation of Shared Superintendent of Schools, Thomas G. Farrell, effective March 2, 2020, with regrets.

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

**ROLL CALL**

Mrs. Cavanaugh _____	Mrs. Gassman _____	Mr. Kramer _____
Mr. Riley _____	Mrs. Scullion _____	Mrs. Skellinger _____
Mr. Waters _____	Ms. Gassman _____	

**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. Move to accept, upon the recommendation of the Superintendent, the below policy submitted for second reading:

**Revise/Review**

1330	Use of School Facilities
6151	Class Size

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

**ROLL CALL**

Mrs. Cavanaugh _____	Mrs. Gassman _____	Mr. Kramer _____
Mr. Riley _____	Mrs. Scullion _____	Mrs. Skellinger _____
Mr. Waters _____	Ms. Gassman _____	

**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 November 2019:

<b><i>ENROLLMENT DATA</i></b>	
Pre-Kindergarten	33
Kindergarten	61
1	65
2	66
3	41
4	62
<b>BETTY MCELMON ELEMENTARY TOTAL</b>	<b>328</b>
5	51
6	64
7	71
8	69
<b>FRANK ANTONIDES SCHOOL TOTAL</b>	<b>255</b>
<b>OUT OF DISTRICT STUDENTS</b>	<b>7</b>
<b>DISTRICT ENROLLMENT</b>	<b>590</b>

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

School:	Betty McElmon Elementary	Frank Antonides School
Date	1. 14th 10:18 – 10:22 AM	1. 14th 10:18 – 10:22 AM
	2. 15th 9:51 AM -9:55 AM	2. 15th 9:51 AM -9:55 AM
Type of Drill	1. FIRE DRILL	1. FIRE DRILL
	2. EVACUATION DRILL (NON-FIRE)	2. EVACUTION DRILL (NON-FIRE)

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

<b><u>STUDENT ATTENDANCE</u></b>	<b><u># OF DAYS POSSIBLE</u></b>	<b><u># OF DAYS ABSENT</u></b>	<b><u>PERCENT ATTENDANCE</u></b>
Betty McElmon Elementary	5570	280.5	94.96%
Frank Antonides School	4326	207	95.21%

4. Move to approve, upon the recommendation of the Superintendent, the following Staff Attendance Report for the month of November 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	505	58.5	88.4	47	97.7
FAS	561	47	91.6	17	94.6

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

	<u>Reported Incidents</u>	<u>Confirmed Incidents</u>	<u>Unconfirmed Incidents</u>
Betty McElmon Elementary	0	0	0
Frank Antonides School	2	0	2
<b>TOTALS</b>	2	0	2

6. Move to approve, upon the recommendation of the Superintendent, the Health and Safety Evaluation of School Buildings Checklist SOA 2019-2020.

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

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_ Mr. Kramer \_\_\_\_\_  
 Mr. Riley \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Skellinger \_\_\_\_\_  
 Mr. Waters \_\_\_\_\_ Ms. Gassman \_\_\_\_\_

**DISCUSSION ITEMS:**

<b>NJSBA Legislative Delegate/ MCSBA</b>	<b>Lauren Gassman</b>
<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>Thomas Farrell</b>

**PUBLIC COMMENTS: Anyone wishing to address the Board, please state your name and address.**

**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:

**MOTION TO OPEN EXECUTIVE SESSION**

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

**ROLL CALL**

Mrs. Cavanaugh _____	Mrs. Gassman _____	Mr. Kramer _____
Mr. Riley _____	Mrs. Scullion _____	Mrs. Skellinger _____
Mr. Waters _____	Ms. Gassman _____	

**MOTION TO ADJOURN EXECUTIVE SESSION**

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

**ROLL CALL**

Mrs. Cavanaugh _____	Mrs. Gassman _____	Mr. Kramer _____
Mr. Riley _____	Mrs. Scullion _____	Mrs. Skellinger _____
Mr. Waters _____	Ms. Gassman _____	

**MOTION TO ADJOURN**

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

**ROLL CALL**

Mrs. Cavanaugh _____	Mrs. Gassman _____	Mr. Kramer _____
Mr. Riley _____	Mrs. Scullion _____	Mrs. Skellinger _____
Mr. Waters _____	Ms. Gassman _____	