

RESOLUTIONS OF THE WEST LONG BRANCH BOARD OF EDUCATION

Reorganization Meeting – 5:00 p.m.

Betty McElmon Elementary School Gymnasium

Tuesday, January 2, 2024

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 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

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.

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 Member (noted with asterisk):

Candidates/Three - (3) Year Term	TOTAL VOTES
Meaghan Cavanaugh	807
Ryan Pringle	795
Michael Waters	754
Miscellaneous (write-ins)	54

Roll call

Mrs. Cavanaugh _____ Mr. Falgares _____ Mrs. Gassman _____
 Mr. Pringle _____ Mrs. Scullion _____ Mrs. Sisk _____
 Mrs. Skellinger _____ Mrs. Tabakman-Plancher _____ Mr. Waters _____

Also in attendance:

Christina Egan, Ed.D. Superintendent of Schools
 Corey Lowell, School Business Administrator/Board Secretary
 Isabel Machado, 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 2024

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: _____

Election of the President for calendar year 2024

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

ROLL CALL:	Y	N	Abst.		Y	N	Abst.		Y	N	Abst.
Mrs. Cavanaugh				Mr. Falgares				Mrs. Gassman			
Mr. Pringle				Mrs. Scullion				Mrs. Sisk			
Mrs. Skellinger				Mrs. Tabakman-Plancher				Mr. Waters			

Y: _____ N: _____ ABST: _____

Reorganization Meeting January 2, 2024

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

President opens nominations for Office of Vice President for calendar year 2024

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 2024

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

<u>ROLL CALL:</u>	<u>Y</u>	<u>N</u>	<u>Abst.</u>		<u>Y</u>	<u>N</u>	<u>Abst.</u>		<u>Y</u>	<u>N</u>	<u>Abst.</u>
Mrs. Cavanaugh				Mr. Falgares				Mrs. Gassman			
Mr. Pringle				Mrs. Scullion				Mrs. Sisk			
Mrs. Skellinger				Mrs. Tabakman-Plancher				Mr. Waters			

Y: _____ N: _____ ABST: _____

PRESENTATIONS AND REPORTS:

- Presentation of the 2022-2023 Audit
 - Mr. Nicholas Cannone, Auditor

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 ORGANIZATIONAL CHART

BE IT RESOLVED, that the District's Organizational Chart be approved as per the attached.

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 _____

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 policy making, 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 _____ Mr. Falgares _____ Mrs. Gassman _____
Mr. Pringle _____ Mrs. Scullion _____ Mrs. Sisk _____
Mrs. Skellinger _____ Mrs. Tabakman-Plancher _____ Mr. Waters _____

RESOLUTION: APPROVING SCHEDULE OF MEETING DATES FOR THE 2024 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 2024 calendar year.

<u>Meeting</u>	<u>Date</u>	<u>Location</u>
Regular Meeting	Tuesday, January 23, 2024	Betty McElmon Elementary Gym
Regular Meeting	Tuesday, February 27, 2024	Betty McElmon Elementary Gym
Regular Meeting	Tuesday, March 19, 2024	Betty McElmon Elementary Gym
Regular Meeting	Tuesday, April 23, 2024	Betty McElmon Elementary Gym
Regular Meeting	Tuesday, May 28, 2024	Betty McElmon Elementary Gym
Regular Meeting	Tuesday, June 18, 2024	Betty McElmon Elementary Gym
Regular Meeting	Tuesday, July 23, 2024	Betty McElmon Elementary Gym
Regular Meeting	Tuesday, August 27, 2024	Betty McElmon Elementary Gym
Regular Meeting	Tuesday, September 24, 2024	Betty McElmon Elementary Gym
Regular Meeting	Tuesday, October 29, 2024	Betty McElmon Elementary Gym
Regular Meeting	Tuesday, November 26, 2024	Betty McElmon Elementary Gym
Re-Organization Meeting (6:00 pm)	Tuesday, January 7, 2025	Betty McElmon Elementary Gym

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 6:00 p.m. All meetings will take place in the Betty McElmon School Gymnasium. 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 matters 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 _____	Mr. Falgares _____	Mrs. Gassman _____
Mr. Pringle _____	Mrs. Scullion _____	Mrs. Sisk _____
Mrs. Skellinger _____	Mrs. Tabakman-Plancher _____	Mr. Waters _____

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 _____ Mr. Falgares _____ Mrs. Gassman _____
Mr. Pringle _____ Mrs. Scullion _____ Mrs. Sisk _____
Mrs. Skellinger _____ Mrs. Tabakman-Plancher _____ Mr. Waters _____

PARLIAMENTARY PROCEDURES

BE IT RESOLVED, that the Board of Education adopt Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the Board Secretary to act as the Parliamentarian for the 2024 calendar year.

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 _____

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 the district website and available for public review and inspection.

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 _____

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 as posted on the District website.

CURRICULA

- K-8 Art
- K-8 Guidance
- K-8 Music
- K-8 Physical Education/Health
- K-8 World Language
- K-8 English Language Arts
- K-8 Mathematics
- K-8 Science
- K-8 Social Studies
- K-4 Library/Media
- K-8 English Language Learner

K-8 Financial Literacy
K-8 Gifted and Talented
K-8 Technology/Electives

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 _____

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 2024 calendar year:

Investors Bank (which has been acquired by Citizens Bank; transition during 2023)

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
Christina Egan, Superintendent of Schools

PAYROLL ACCOUNT Christopher Mullins, Treasurer of School Monies
_____, 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

UNEMPLOYMENT TRUST ACCOUNT _____, Board of Education President
Corey Lowell, School Business Administrator
Christina Egan, Superintendent of Schools

CAFETERIA ACCOUNT _____, Board of Education President
Corey Lowell, School Business Administrator
Christina Egan, Superintendent of Schools

PETER WEINMAN SCHOLARSHIP ACCOUNT _____, Board of Education President
Corey Lowell, School Business Administrator
Christina Egan, Superintendent of Schools

CAPITAL RESERVE ACCOUNT _____, Board of Education President
Corey Lowell, School Business Administrator
Christina Egan, Superintendent of Schools

Reorganization Meeting January 2, 2024

MAINTENANCE RESERVE
ACCOUNT

_____, Board of Education President
Corey Lowell, School Business Administrator
Christina Egan, Superintendent of Schools

EMERGENCY RESERVE
ACCOUNT

_____, Board of Education President
Corey Lowell, School Business Administrator
Christina Egan, Superintendent of Schools

Offered by: _____ **Seconded by:** _____

ROLL CALL

Mrs. Cavanaugh _____ Mr. Falgares _____ Mrs. Gassman _____
Mr. Pringle _____ Mrs. Scullion _____ Mrs. Skellinger _____
Mrs. Sisk _____ Mrs. Tabakman-Plancher _____ Mr. Waters _____

ISSUANCE OF HAND CHECKS

BE IT RESOLVED, that the Board authorize the Business Administrator to issue hand checks to be ratified at the next Board of Education meeting.

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 _____

APPROVE CHART OF ACCOUNTS

BE IT RESOLVED, that the Board authorize the Uniform Chart of Accounts for New Jersey Public Schools for the 2023-2024 edition.

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 _____

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 \$44,000 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 \$44,000.
- (2) Corey Lowell is duly authorized to award contracts that amount in the aggregate, to less than \$6,600 (which is fifteen percent (15%) of the bid threshold of \$44,000) 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 \$44,000, but to greater than \$6,600; 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 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 \$44,000 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 _____	Mr. Falgares _____	Mrs. Gassman _____
Mr. Pringle _____	Mrs. Scullion _____	Mrs. Sisk _____
Mrs. Skellinger _____	Mrs. Tabakman-Plancher _____	Mr. Waters _____

STATE CONTRACT PROCUREMENT

Resolution authorizing the Procurement of Goods and Services through State Agency for the calendar year 2024.

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 2024 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 \$44,000, subject to the Board's having previously budgeted for the expenditure or otherwise approved the expenditure.

Offered by: _____ Seconded by: _____

ROLL CALL

Mrs. Cavanaugh _____	Mr. Falgares _____	Mrs. Gassman _____
Mr. Pringle _____	Mrs. Scullion _____	Mrs. Sisk _____
Mrs. Skellinger _____	Mrs. Tabakman-Plancher _____	Mr. Waters _____

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 _____	Mr. Falgares _____	Mrs. Gassman _____
Mr. Pringle _____	Mrs. Scullion _____	Mrs. Sisk _____
Mrs. Skellinger _____	Mrs. Tabakman-Plancher _____	Mr. Waters _____

APPOINTMENT OF SCHOOL BOARD ATTORNEY

WHEREAS, a Legal Services Agreement between the West Long Branch Board of Education, 135 Locust Avenue, West Long Branch, NJ 07764 and the Machado Law Group, 1 Cleveland Place, Springfield, NJ 07081.

It is hereby agreed that the West Long Branch Board of Education (hereinafter referred to as the “Board”) does employ Machado Law Group (hereinafter referred to as the “Attorney”) as Board Attorney effective January 2, 2024 through the next Board of Education Reorganization meeting.

1. The Attorney shall perform the duties of Board Attorney in accordance with the Laws of the State of New Jersey and the policies, practices, rules, regulations and directives established by the Board.
2. The Attorney shall be paid at the rate of \$170.00 per hour for all administrative hearings, court proceedings, litigation, all research, preparation and consultation with Board representatives, interviewing witnesses, legal opinions, and other miscellaneous services. Paralegals shall be paid at a rate of \$85.00 per hour. We will submit a bill to you every month.
3. The Board shall pay reasonable expenses in connection with Board related matters. Examples of such expenses include but are not limited to, experts’ fees, filing fees, certified mailings, etc. Expenses will be separately stated on the bill.
4. We will retain your legal files from a period of 7 years after we close files on matters. At the end of the expiration of the 7 year period, we will destroy these files unless you notify us in writing that you wish to take possession of them. We reserve the right to charge administrative fees and costs associated with researching, retrieving, copying and delivering such files.

5. The Law Firm is registered with the Affirmative Action Office, Department of Treasury, Trenton.

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 _____

APPOINTMENT OF SCHOOL PHYSICIAN

BE IT RESOLVED, that Dr. Richard Reutter is appointed as Medical Examiner/School Physician, from January 2, 2024 through December 31, 2024 at a total cost of \$4,000 (\$2,000 for the fall and \$2,000 for the spring).

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 _____

APPOINTMENT OF 504 COMPLIANCE OFFICERS

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 2023-2024 school year and through the next Board Organization Meeting.

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 _____

OTHER COMPLIANCE OFFICERS

BE IT RESOLVED, that the Board approve Corey Lowell as the Public Agency Contracts Compliance Officer effective January 2, 2024 through the next Board Organization Meeting.

BE IT RESOLVED, that the Board approve Lidia Murphy, Pritchard, as the Integrated Pest Management Coordinator effective January 2, 2024 through the next Board Organization Meeting.

BE IT RESOLVED, that the Board approve Corey Lowell, as the Right to Know Officer effective January 2, 2024 through the next Board Organization Meeting.

BE IT RESOLVED, that the Board approve Corey Lowell, as the Asbestos Management Officer effective January 2, 2024 through the next Board Organization Meeting.

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 _____

TAX SHELTERED 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) and 457(b) Plans for employees:

Lincoln Investment AXA Equitable Valic AIG Retirement Services

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 _____

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.

APPROVAL OF MINUTES

November 28, 2023	Regular Public Meeting
November 28, 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 1-3

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 Night on April 19, 2024 from 2:25 p.m. to 9:30 p.m. (event 5:30 p.m. to 8:00 p.m.)

Reorganization Meeting January 2, 2024

2. Move to approve, upon the recommendation of the Superintendent, the use of the District Cafeteria by the WLB Foundation for a family Bingo and ice cream social on January 26, 2024 from 3:00 p.m. to 9:00 p.m. (event 5:00 p.m. to 9:00 p.m.)
3. Move to retroactively approve, upon the recommendation of the Superintendent, use of the BME gymnasium by the Shore Regional Cheer for Shore cheer practice from December 5, 2023 through December 8, 2024 from 4:30 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 1-5

1. Move to approve, upon the recommendation of the Superintendent, 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)/training(s) listed below with associated program costs for the employee(s) referenced below:

Date(s)	Name	Workshop/Training	Location	All Costs of Program
February 22, 2024	Rebecca Ladin	Supporting all Students in the Diverse Classroom	Virtual	\$160.00 (workshop) \$ 00.00 (mileage & tolls) \$160.00 (TOTAL) (account #20-488-200-500-00)

3. Move to approve, upon the recommendation of the Superintendent, the disposal of former ELA Journey’s program materials, following the conclusion of the 120 day wait period required by the NJDOE.
4. Move to approve, upon the recommendation of the Superintendent, the filing of an amendment for the IDEA FY24 Basic Grant as follows:

IDEA Basic FY24:	\$240,996
Carry Over Funds FY23	\$ 41,912 (non-public)
Total:	\$294,196 FY24 IDEA Basic

5. Move to approve, upon the recommendation of the Superintendent, onsite professional development with Amy Goerl for a Preschool PD Workshop on the High Scope Curriculum for the February 5, 2024 PD day, at \$900.00 (account #20–218-200-329-080).

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 1-9

1. BE IT RESOLVED, that the Bills and Claims List for December 2023 be approved and

Bills & Claims Fund 10	\$560,521.22
Bills & Claims Fund 20	\$117,529.46

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:
 - August 31, 2023
 - September 30, 2023
 - That the listed budget transfer(s) be authorized in accordance with N.J.S.A. 18A:22-8.1:
 - August 2023 (attached)
 - September 2023 (attached)
3. Move to accept, upon the recommendation of the Superintendent, an amendment of the FY24 ESEA grant to allocate carryover for Titles I, II-A, III Immigrant, and IV-A.

Title I: \$37,731
Title IIA: \$12,607
Title III Immigrant: \$577
Title IV: \$7,242

4. Move to approve, upon the recommendation of the Superintendent, the Sending-Receiving Agreement between the Allenhurst Board of Education and the West Long Branch Board of Education,from the period of the 2024-2025 school year through the 2028-2029 school year, submitted for review by the WLB Board of Education.
5. Move to approve, upon the recommendation of the Superintendent, the Sending-Receiving Agreement between the Village of Loch Arbour Board of Education and the West Long Branch Board of Education,from the period of the 2024-2025 school year through the 2028-2029 school year, submitted for review by the WLB Board of Education.

Reorganization Meeting January 2, 2024

6. BE IT RESOLVED that the West Long Branch Board of Education accept and approve the audit report submitted by Cannone & Company for the fiscal year ended June 30, 2023.

BE IT FURTHER RESOLVED that the West Long Branch Board of Education approve the FY 2022-2023 Audit Corrective Action Plan as per below:

ACFR/AMR Finding #	Finding (Condition)	Recommendation	Method of Implementation	Person Responsible for Implementation	Implementation Date
2023-001	All payrolls were not approved by the Superintendent and certified by both the President of the Board and the Board Secretary/Business Administrator	All payrolls should be approved by the Superintendent and certified by both the President of the Board and the Board Secretary/Business Administrator.	The Business Administrator will provide the semi-monthly payroll register for Superintendent review and signature each pay period. This will be provided to the Board President on a monthly basis for her signature.	Business Administrator & Superintendent	12/31/23

7. Move to approve, upon the recommendation of the Superintendent, the following amendment to the ARP ESSER Grant - Mental Health budget:

TRANSFER FROM	TRANSFER TO	AMOUNT	REASON
20-490-100-600-00	20-491-200-300-00	\$15,000	Mental Health Behavioral Support Services
20-491-200-600-00	20-491-200-300-00	\$7,500	Mental Health Behavioral Support Services

8. Move to approve, upon the recommendation of the Superintendent, the following amendment to the ARP ESSER Grant - Beyond the School Day budget:

TRANSFER FROM	TRANSFER TO	AMOUNT	REASON
20-490-100-100-00	20-490-100-600-00	\$10,000	Purchase Intervention Program Materials
20-490-200-200-00	20-490-100-600-00	\$765	Purchase Intervention Program Materials

9. Move to approve, upon the recommendation of the Superintendent, the following amendment to the ARP ESSER Grant - Summer Learning budget:

TRANSFER FROM	TRANSFER TO	AMOUNT	REASON
20-489-200-100-000	20-489-100-100-000	\$9,500	Support staff salaries for Summer 2024 programs

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 1-3

1. Move to retroactively approve the extension, upon the recommendation of the Superintendent, of an unpaid NJFLA/FMLA leave of absence for employee #4436 from December 11, 2023 through January 17, 2024 with health benefits, subject to employee contribution, with an anticipated return date of January 18 2024, in accordance with the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq.
2. Move to approve, upon the recommendation of the Superintendent, the retroactive termination of employee #4418, as of December 15, 2023.
3. Move to accept, upon the recommendation of the Superintendent, the resignation of Mrs. Lori Skibinski, Supervisor of Curriculum and Instruction, effective February 19, 2024. Mrs. Skibinski’s last day will be February 16, 2024.

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 1-6

1. Enrollment report for the month of November 2023:

<i>ENROLLMENT DATA</i>	
Pre-Kindergarten	40
Kindergarten	63
1	62
2	69
3	55
4	53
BETTY MCELMON ELEMENTARY TOTAL	342
5	63
6	61
7	42
8	62
FRANK ANTONIDES SCHOOL TOTAL	228
OUT OF DISTRICT STUDENTS	7
DISTRICT ENROLLMENT	577

2. Move to approve, upon the recommendation of the Superintendent, the following report of the Fire and Evacuation drills conducted during the month of November 2023:

School:	Betty McElmon Elementary	Frank Antonides School
Date	1. 2nd 1:15 PM – 1:30 PM FIRE DRILL	1. 2nd 1:15 PM – 1:30 PM FIRE DRILL
	2. 8th 9:15 AM - 9:30 AM SECURITY DRILL-ACTIVE SHOOTER	2. 8th 9:15 AM - 9:30 AM SECURITY DRILL-ACTIVE SHOOTER

3. Move to approve, upon the recommendation of the Superintendent, the following Pupil Attendance Report for the month of November 2023:

<u>STUDENT ATTENDANCE</u>	<u># OF DAYS POSSIBLE</u>	<u># OF DAYS ABSENT</u>	<u>PERCENT ATTENDANCE</u>
Betty McElmon Elementary	6112	382	93.75%
Frank Antonides School	4092	227	94.45%

Reorganization Meeting January 2, 2024

4. Move to approve, upon the recommendation of the Superintendent, the following Staff Attendance Report for the month of November 2023:

<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	572	62	89.16	36	95.45
FAS	630	36	94.28	0	94.28

5. Move to approve, upon the recommendation of the Superintendent, the following HIB Report(s):

	<u>Reported Incidents</u>	<u>Confirmed Incidents</u>	<u>Unconfirmed Incidents</u>
Betty McElmon Elementary	6	1 (253360_BME_10192023)	5 (253947_BME_10262023) (253954_BME_10262023) (254472_BME_11022023) (254773_BME_11082023) (254776_BME_11082023)
Frank Antonides School	3	1 (254183_FAS_10302023)	2 (253829_FAS_10252023) (254752_FAS_11072023)
TOTALS	9	2	7

6. Move to accept, upon the recommendation of the Superintendent, the Paraprofessional Staff Statement of Assurance 2023-2024 pursuant to N.J.A.C. 6A:32-4.2.

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

Borough of West Long Branch Liaison Mary Gassman

Reorganization Meeting January 2, 2024

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: **Student matters and items subject to attorney-client privilege**

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: ()