

**RESOLUTIONS OF THE WEST LONG BRANCH BOARD OF EDUCATION**

**Regular Public Meeting – 5:30 p.m.**

**Betty McElmon Elementary School Gymnasium**

**Tuesday, January 23, 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**

"In accordance with the provisions of the Open Public Meetings Act, the West Long Branch Board of Education has issued notice of this meeting to be publicized by having the date, time and location of the meeting posted at Betty McElmon Elementary, Frank Antonides School and the West Long Branch Public Library and mailed to the Asbury Park Press and The Link, which have been designated as the Board's official newspapers. Notice was also filed with the Borough Clerk and sent to those persons requesting that such notice be mailed to them."

**PLEDGE OF ALLEGIANCE**

**The Pledge of Allegiance will be led by the following students:**

*Sophia Passos & Lucca Papp*

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_

Mr. Falgares \_\_\_\_\_

Mrs. Gassman \_\_\_\_\_

Dr. Pringle \_\_\_\_\_

Mrs. Scullion \_\_\_\_\_

Mrs. Sisk \_\_\_\_\_

Mrs. Skellinger \_\_\_\_\_

Mrs. Tabakman-Plancher \_\_\_\_\_

Mr. Waters \_\_\_\_\_

**STATEMENT TO THE PUBLIC**

*Oftentimes it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases a unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, only then, is it placed on the agenda for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.*

**PRESENTATIONS AND REPORTS:**

- Boys Soccer Team - Intermediate School Soccer League Division & Conference Champions 2023
  - Dr. Christina Egan, Superintendent
  - Mr. Sean Vella, Coach
  
- SSDS (Student Safety Data System) Period 1 Report:
  - Incidents: September 1, 2023 to December 31, 2023
  - Trainings & Programs: July 1, 2023 to December 31, 2023
    - Dr. Christina Egan, Superintendent
  
- Monthly Budgetary Line Item Status Certification:
 

The Board Secretary, Corey Lowell, certifies that no line item has been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) 3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

*Corey Lowell*  
School Business Admin/Bd. Sec.

**PUBLIC COMMENTS:**

Anyone wishing to address the Board regarding items that are on the agenda or non-agenda items, please state your name and address. The Board will not, during the public portion of this meeting, discuss matters involving employment, appointment, termination of employment, negotiations, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific or prospective or current employee and/or students.

**APPROVAL OF MINUTES**

January 2, 2024	Reorganization Meeting
January 2, 2024	Executive Session

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

**ROLL CALL**

Mrs. Cavanaugh _____	Mr. Falgares _____	Mrs. Gassman _____
Dr. 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, use of the West Long Branch District baseball & softball fields by the Shore Regional Little League for practices and games from March 15, 2024 through July 1, 2024 from 5:30 p.m. to 8:00 p.m. on Mondays - Fridays and 8:00 a.m. to 5:00 p.m. on Saturdays. (Certificate of Insurance on File)
  
2. Move to approve, upon the recommendation of the Superintendent, use of the Frank Antonides School by the Central Monmouth County Active Shooter Partnership for training on February 19, 2024 from 8:00 a.m. to 4:00 p.m. (Certificate of Insurance on File)

Regular Public Meeting January 23, 2024

3. Move to approve, upon the recommendation of the Superintendent, use of the District’s Media Center by the WLB PTA for the Scholastic Book Fair, February 22, 2024 through March 1, 2024 from 8:30 a.m. to 3:00 p.m. and additional times for the following dates:

February 22nd 2:30 p.m. – 4:00 p.m. set-up

February 28th 5:00 p.m. – 7:30 p.m.

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

**ROLL CALL**

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

**CURRICULUM AND INSTRUCTION RESOLUTIONS 1-4**

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, onsite professional development with Inspired Instruction, LLC for 2 half-day sessions for the February 5, 2024 PD day, at a total cost of \$4,050.  
(account #20-270-200-300-050 - **\$3,000** & account #20-488-200-300-000 **\$1,050**)
3. Move to approve, upon the recommendation of the Superintendent, onsite professional development with Harris Education Solutions - RealTime Training for the February 5, 2024 PD day, at a total cost of \$350.  
(account #20-270-200-500-00)
4. Move to approve, upon the recommendation of the Superintendent, the following Level 1 Kean University student, Samantha Fisch, to participate in an informal observation of Tender Touch O.T. on Wednesdays from January 31, 2024 through April 3, 2024.

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

**ROLL CALL**

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

**FINANCE RESOLUTIONS 1-5**

1. BE IT RESOLVED, upon the recommendation of the Superintendent, that the Bills and Claims List for January 2024, be approved and

Bills & Claims Fund 10	\$367,483.24
Bills & Claims Fund 20	\$ 59,815.60
Bills & Claims Fund 40	\$ 92,885.63

Regular Public Meeting January 23, 2024

2. BE IT RESOLVED, upon the recommendation of the Superintendent, that the following financial reports be approved:
  - Report of the Board Secretary/Treasurer Dated:
    - o October 31, 2023
  - That the listed budget transfer(s) be authorized in accordance with N.J.S.A. 18A:22-8.1:
    - o October 2023 (attached)

3. WHEREAS, N.J.A.C. 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2024-2025 school year, and

WHEREAS, the West Long Branch Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students for the 2024-2025 budget year.

NOW, THEREFORE BE IT RESOLVED, that the West Long Branch Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Monmouth an appropriate waiver of the requirements of N.J.A.C. 6A23A-5.3 for the 2024-2025 school year.

4. RESOLVED that the West Long Branch Board of Education, upon the recommendation of the Superintendent, authorize the Board Secretary to execute a rental agreement with FP Mailing Solutions to replace the postage machine at a cost of \$63.95 per month for 60 months.
5. Move to approve, upon the recommendation of the Superintendent, a shared service agreement between the West Long Branch Board of Education and the Borough of West Long Branch for Special Law Enforcement Officer (Class III) Services.

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

**ROLL CALL**

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

**PERSONNEL RESOLUTIONS 1-4**

1. Move to amend, upon the recommendation of the Superintendent, a leave of absence for employee #8001442/4457 from January 17, 2024 through May 23, 2024, with an anticipated return date of May 24, 2024, in accordance with the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq. The requested leave dates are as follows:
  - Paid leave from January 17, 2024 to February 20, 2024 using 22 sick days and 1 family illness day
  - Unpaid NJFLA/FMLA leave from February 21, 2024 through May 22, 2024 with health benefits, subject to employee contribution
  - Paid leave on May 23, 2024 using 1 personal day

Regular Public Meeting January 23, 2024

2. Move to retroactively amend, upon the recommendation of the Superintendent, a leave of absence for employee #8001530/4508 from November 27, 2023 through March 21, 2024, with an anticipated return date of March 22, 2024, in accordance with the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq. The requested leave dates are as follows:
  - Paid leave from November 27, 2023 to December 19, 2023 using 13 sick days, 2 personal days and 2 family illness days
  - Unpaid NJFLA/FMLA leave from December 20, 2023 through March 21, 2024 with health benefits, subject to employee contribution
  
3. Move to retroactively approve, upon the recommendation of the Superintendent, an increase in the number of contracted hours for Linda Steel, BME Part Time Personal Aide from 25.5 hours per week to 28.45 hours per week, effective January 16, 2024 until June 21, 2024 at the pro-rated salary of \$18,980.47.
  
4. Move to approve, upon the recommendation of the Superintendent, the following substitute lunch aide for the 2023-2024 school year at a per diem rate of \$35.00, pending review of Criminal History and other applicable documents:

Kimberly Clementi

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

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mr. Falgares \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_  
 Dr. Pringle \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Sisk \_\_\_\_\_  
 Mrs. Skellinger \_\_\_\_\_ Mrs. Tabakman-Plancher \_\_\_\_\_ Mr. Waters \_\_\_\_\_

**SUPERINTENDENT’S MONTHLY REPORTS 1-7**

1. Enrollment report for the month of December 2023:

<b><i>ENROLLMENT DATA</i></b>	
Pre-Kindergarten	40
Kindergarten	63
1	62
2	68
3	55
4	52
<b>BETTY MCELMON ELEMENTARY TOTAL</b>	<b>340</b>
5	61
6	61
7	42
8	61
<b>FRANK ANTONIDES SCHOOL TOTAL</b>	<b>225</b>
<b>OUT OF DISTRICT STUDENTS</b>	<b>8</b>
<b>DISTRICT ENROLLMENT</b>	<b>573</b>

Regular Public Meeting January 23, 2024

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

<b>School:</b>	<b>Betty McElmon Elementary</b>	<b>Frank Antonides School</b>
<b>Date</b>	<b>1. 5th 1:45 PM – 1:55 PM FIRE DRILL</b>	<b>1. 5th 1:45 PM – 1:55 PM FIRE DRILL</b>
	<b>2. 14th 10:00 AM - 10:10 AM SECURITY DRILL-NON-FIRE EVACUATION</b>	<b>2. 14th 10:00 AM - 10:10 AM SECURITY DRILL-NON-FIRE EVACUATION</b>
	<b>3. 22nd 10:05 AM - 10:10 AM CARDIAC EMERGENCY RESPONSE</b>	<b>3. 22nd 10:05 AM - 10:10 AM CARDIAC EMERGENCY RESPONSE</b>

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

<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	5435	439.5	91.91%
Frank Antonides School	3603	215.5	94.02%

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

<b><u>STAFF ATTENDANCE</u></b>	<b><u>TOTAL # OF DAYS</u></b>	<b><u># OF DAYS ABSENT</u></b>	<b><u>%</u></b>	<b><u>LONG TERM LEAVE DAYS ABSENT</u></b>	<b><u>MINUS LONG TERM LEAVE %</u></b>
BME	505	85.5	83.06	32	89.40
FAS	576	50.5	91.23	0	91.23

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

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

Regular Public Meeting January 23, 2024

6. Move to accept, upon the recommendation of the Superintendent, the following SSDS (Student Safety Data System) for Report Period 1 (September 1, 2023 through December 31, 2023):

	<u>Total Reported Incidents</u>	<u>Total Confirmed Incidents</u>
<b>Betty McElmon Elementary</b>	6	1
<b>Frank Antonides School</b>	7	3
<b>TOTALS</b>	13	4

7. BE IT RESOLVED, that the Board of Education approve the submission of the 2022-2023 School Self-Assessment for Determining HIB Grades under the Anti-Bullying Bill of Rights Act (P.L.2010, c.122), and the associated Statement of Assurances.

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

**ROLL CALL**

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

**DISCUSSION ITEMS:**

<b>NJSBA Legislative Delegate/ MCSBA</b>	<b>Mary 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>Christina Egan</b>

**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**

**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: ( )