

**RESOLUTIONS OF THE WEST LONG BRANCH BOARD OF EDUCATION**  
**Special Regular Public Meeting Minutes – Virtual Meeting 7:00 p.m.**  
**Tuesday, June 30, 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.*

**Mr. Waters called the meeting to order at 7:00 p.m.**

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

**The pledge of allegiance was be led by Mr. Waters.**

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

Mrs. Angelo	Mrs. Cavanaugh	Mrs. Gassman
Mr. Kramer	Mr. Pringle	Mr. Riley
Mrs. Scullion (entered at 7:06 p.m.)		Mrs. Skellinger
Mr. Waters		

**Also on Attendance:**

Dr. Frank Alfano,	Interim Superintendent
Corey Lowell,	School Business Administrator/Board Secretary
Viola Lordi, Esq.,	Board Attorney

**STATEMENT TO THE PUBLIC**

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

meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

**PUBLIC COMMENTS:**

None

**CURRICULUM AND INSTRUCTION RESOLUTION 1**

The West Long Branch Board of Education by means of a Consent Resolution accept various resolutions of a routine and non-controversial nature at one time; and

Whereas, the below listed resolutions are hereby accepted by the said Board of Education in whole as if the same were individually acted upon.

1. Move to approve, upon the recommendation of the Superintendent, the following teachers for District curricula writing at the rate of \$48.00\* per hour (account # 11-000-221-104-05-050 for grades 5-8 courses and account # 11-000-221-104-05-080 for grades Pre-K-4 courses): (\*salary to be determined pending completion of negotiations between the West Long Branch School District Board of Education and the West Long Branch Education Association):

<b>Grade/Content Area</b>	<b>Name</b>	<b><u>Total</u> Hours (Not to Exceed)</b>
Mathematics/Algebra 1	Meghan Turner	10
Mathematics/Grade 6-8	Kelly Shine Felicia Tvrdik	28.5
Spanish/Pre-K-8	Justin Clymer Tracy Girona Kristine McNicholas Piedad Serrano	50

**Motion offered by Mr. Riley and seconded by Mrs. Cavanaugh was approved by a roll call vote of 8/0.**

**FINANCE RESOLUTIONS 1-7**

The West Long Branch Board of Education by means of a Consent Resolution accept various resolutions of a routine and non-controversial nature at one time; and

Whereas, the below listed resolutions are hereby accepted by the said Board of Education in whole as if the same were individually acted upon.

1. **BE IT RESOLVED**, that the Bills and Claims List for June 2020 be approved and

Bills & Claims Fund 10	\$ 95,886.54
Bills & Claims Fund 20	\$ 4,714.20

**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. **WHEREAS**, N.J.S.A. **6A:23A-14.4 et seq** permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the West Long Branch Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

**WHEREAS**, the West Long Branch Board of Education has determined that **up to** \$400,000 is available for such purpose of transfer;

**NOW THEREFORE BE IT RESOLVED** by the West Long Branch Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

3. **WHEREAS**, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

**WHEREAS**, the New Jersey Schools Insurance Group ("NJSIG") is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

**WHEREAS**, the West Long Branch School District, herein after referred to as the "Educational Institution," has resolved to apply for and/or renew its membership with NJSIG;

**WHEREAS**, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

**WHEREAS**, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,

**WHEREAS**, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.

**NOW THEREFORE, BE IT RESOLVED, THAT:**

- 1) This agreement is made by and between NJSIG and the Educational Institution;
- 2) The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2020, and ending July 1, 2023 at 12:01 a.m.;
- 3) In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;
- 4) The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations;
- 5) NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;
- 6) By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;
- 7) The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;
- 8) The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG's Plan of Risk Management;
- 9) The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;
- 10) If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;

- 11) The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,
  - 12) The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership to NJSIG.
4. That the property and casualty insurance package with New Jersey Schools Insurance Group be renewed with Public Risk Group, LLC, Broker of Record, for the 2020-2021 school year as follows:

Package	\$ 61,043
School Board Legal (Errors & Omissions)	\$ 20,216
Workers Compensation	\$ 68,180
Supplemental Indemnity	\$ 1,485
Bonds	\$ 1,330
Student Accident	\$ 9,090*
Total	\$161,344

\*A 15% discount will be applied to renewal invoice due to the reduced exposure from the Covid-19 shutdown. The invoice will reflect premium amount due of \$7,359.00

5. **WHEREAS**, The West Long Branch Board of Education has need for Computer Software Maintenance services to assist the district in the daily usage of budget, payroll, personnel and fixed asset software; and.

**WHEREAS**, it has been determined that the required services are for the support and/or maintenance of proprietary computer hardware and software and are thus an exception to the requirement for advertising pursuant to N.J.S.A. 18A:18A-5a(19); and

**WHEREAS**, Systems 3000, 615 Hope Road, Eatontown, NJ 07724 has the capability to provide the aforementioned services for the Board of Education and previously has done so satisfactorily.

**NOW, THEREFORE BE IT RESOLVED**, that the West Long Branch Board of Education shall award a contract to Systems 3000, 615 Hope Road, Eatontown, NJ 07724 in the amount of \$18,196.00 for these services without competitive bidding in accordance with the Public School Contacts Law, N.J.S.A. 18A:18A-5a(19) from July 1, 2020 to June 30, 2021.

6. Pursuant to PL 2015, Chapter 47 the West Long Branch Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18.et.seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.

Speech Start	Always Available	Source4Teachers
Real Time	Dr. Pietrucha	Cannone & Company
Dr. Reutter	Dr. Zaidi	Waste Management
Brown & Brown	Public Risk Group	Systems 3000
Phoenix Advisors	Sodexo	Tender Touch
Wilentz, Goldman, & Spitzer		

7. **BE IT RESOLVED** that the Business Administrator be authorized to process invoices for July with Board ratification at the August meeting.

**Motion offered by Mr. Kramer and seconded by Mrs. Cavanaugh was approved by a roll call vote of 9/0.**

**PERSONNEL RESOLUTIONS 1-3**

The West Long Branch Board of Education by means of a Consent Resolution accept various resolutions of a routine and non-controversial nature at one time; and

Whereas, the below listed resolutions are hereby accepted by the said Board of Education in whole as if the same were individually acted upon

1. Move to approve the following appointments subject to the resumption of in-person instruction and extra-curricular activities, and further subject to social distancing requirements which may, among other directives, require cancellation of particular activities listed, for the 2020-2021 school year: (\*salary to be determined pending completion of negotiations between the West Long Branch School District Board of Education and the West Long Branch Education Association):

After School Activities Director	Lou Castagno	\$5,535.00*
Art Club I	Christina Andreasi	\$1,704.00*
Art Club II	Christina Andreasi	\$1,704.00*
Band	Justin Clymer	\$3,412.00*
Baseball	Al Roma	\$3,349.00*
Girls' Basketball	Kristy Sinkhorn	\$3,855.00*
BME Spring Show:		\$2,000.00*
Visual Art	Christina Andreasi	\$ 333.33*
Script Writer	Lanai Robbins	\$ 333.33*
Director	Lanai Robbins	\$ 333.33*
Choreographer	Maria Whitehead	\$ 333.33*
Secretary	Megan Steel	\$ 333.33*
Music	David Attilio	\$ 333.33*
Books & Beyond	Nicole Curran	\$1,123.00*
Cheerleading	Monika Cagliostro	\$1,927.50*
(share \$3,855.00*)	Peg Naparlo	\$1,927.50*

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Choral Connections	James Straley	\$3,412.00*
Class Advisor (8 <sup>th</sup> Grade)	Kelly Shine	\$2,233.00*
Computer Club	Megan Heslin	\$1,705.00*
Cross Country	John Doherty	\$3,115.00*
Dramatic Arts Director	Shannon Scott	\$2,558.00*
Dramatic Arts Assistant	Jeanna Wolfson	\$1,679.00*
Environmental Club (share \$1,705.00*)	Joan Maiorella Jodi Siweic	\$ 852.50* \$ 852.50*
Field Hockey (share \$3,434.00*)	Maria Whitehead Julie Thorton	\$1,717.00* \$1,717.00*
Green Team (share \$2,500.00*)	Alyssa LoPresti Angel Somers	\$1,250.00* \$1,250.00*
Intramurals	Kristine McNicholas	\$1,705.00*
Makers Club	Angel Somers	\$1,705.00*
Newspaper Advisor	Christina Hess	\$3,412.00*
National Honor Society	Felicia Tvrdik	\$3,412.00*
Student Mentoring Coordinator	Amy Caruso	\$1,704.00*
Saturday Detention	Angel Somers	\$ 48.00* per hour
Academic Challenge Advisor (SITE)	John Doherty	\$1,123.00*
Softball (share \$3,349.00*)	Monika Cagliostro Kristy Sinkhorn	\$1,674.50* \$1,674.50*
Girls' Soccer (share \$3,434.00*)	Christine Banowski Amanda Mazzella	\$1,717.00* \$1,717.00*
Spanish Club	Kristine McNicholas	\$1,705.00*
Sports Monitor 1	Justin Clymer	\$ 32.00* per event
Sports Monitor 2	John Doherty	\$ 32.00* per event
S.T.E.M.	Justin Clymer	\$1,705.00*
Student Council 1	Monika Cagliostro	\$2,507.00*
Student Council 2	Christina Hess	\$2,507.00*
Yearbook Advisor	James Straley	\$3,412.00*
Yearbook Assistant	Kathleen Beyers	\$1,679.00*

2. Move to approve, upon the recommendation of the Superintendent, Brian Crowe, as a volunteer coach for the boys' 2020 soccer team.
  
3. Move to approve, upon the recommendation of the Superintendent, all 12-month employees including Administration, during the Covid-19 Pandemic, will work a six (6) hour day for summer hours based on a staggered schedule.

**Motion offered by Mr. Pringle and seconded by Mrs. Cavanaugh and motions stalled.**

**Motion to table Personnel #1 offered by Mr. Waters and seconded by Mrs. Cavanaugh was approved by a roll call vote of 8/1, with Mrs. Gassman voting no.**

**Motions 2-3 offered by Mr. Pringle and seconded by Mr. Riley were approved by a roll call vote of 9/0.**

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

The West Long Branch Board of Education by means of a Consent Resolution accept various resolutions of a routine and non-controversial nature at one time; and

Whereas, the below listed resolutions are hereby accepted by the said Board of Education in whole as if the same were individually acted upon.

1. Enrollment report for the month of June 2020:

<b><i>ENROLLMENT DATA</i></b>	
Pre-Kindergarten	36
Kindergarten	61
1	64
2	66
3	42
4	61
<b>BETTY MCELMON ELEMENTARY TOTAL</b>	<b>330</b>
5	53
6	62
7	71
8	69
<b>FRANK ANTONIDES SCHOOL TOTAL</b>	<b>255</b>
<b>OUT OF DISTRICT STUDENTS</b>	<b>9</b>
<b>DISTRICT ENROLLMENT</b>	<b>594</b>

2. Move to approve, upon the recommendation of Superintendent, the following report of the Fire and Evacuation drills conducted during the month of June 2020:

<b>School:</b>	<b>Betty McElmon Elementary</b>	<b>Frank Antonides School</b>
<b>Date</b>	<b>1. 5<sup>th</sup> 11:19 AM – 11:23 AM</b>	<b>1. 5<sup>th</sup> 11:19 AM – 11:23 AM</b>
	<b>2. 7<sup>th</sup> 11:00 AM – 11:15 AM</b>	<b>2. 7<sup>th</sup> 11:00 AM – 11:15 AM</b>
<b>Type of Drill</b>	<b>1. FIRE DRILL</b>	<b>1. FIRE DRILL</b>
	<b>2. SECURITY DRILL – TABLE TOP</b>	<b>2. SECURITY DRILL – TABLE TOP</b>



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3. Move to approve, upon the recommendation of the Superintendent, the following Pupil Attendance Report for the month of June 2020:

<u>STUDENT ATTENDANCE</u>	<u># OF DAYS POSSIBLE</u>	<u># OF DAYS ABSENT</u>	<u>PERCENT ATTENDANCE</u>
Betty McElmon Elementary	5280	260	95.08%
Frank Antonides School	4080	155	96.20%

4. Move to approve, upon the recommendation of the Superintendent, the following Staff Attendance Report for the month of June 2020:

<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	474	20	95.78	16	99.15
FAS	544	8.5	98.43	0	98.43

5. Move to approve, upon the recommendation of the Superintendent, the following HIB Reports for the month of June 2020:

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

6. Move to approve, upon the recommendation of the Superintendent, the following SSDS/HIB Report for Report Period 2 (January 2020 through June 2020):

	<u>Total Reported Incidents</u>	<u>Total Confirmed Incidents</u>	<u>Total Unfounded Incidents</u>
Betty McElmon Elementary	2	1	1
Frank Antonides School	2	1	1
<b>TOTALS</b>	4	2	2

7. Move to approve, upon the recommendation of the Superintendent, the West Long Branch School District offices will be closed on Friday, July 3, 2020 for observance of Independence Day-July 4<sup>th</sup>.

**Motion offered by Mr. Kramer and seconded by Mr. Pringle was approved by a roll call vote of 9/0.**

**DISCUSSION ITEMS:**

**NJSBA Legislative Delegate/ MCSBA**

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**Foundation**

**Meaghan Cavanaugh**

- N/A

**PTA**

**Christine Skellinger**

- N/A

**Borough of West Long Branch Liaison**

**Mary Gassman**

- The use of fireworks in the community is a concern.

**Business Administrator/Board Secretary**

**Corey Lowell**

- Roof project is in progress

**Interim Superintendent Comments**

**Dr. Frank Alfano**

- Gave the Board an update about graduation, parent survey and the reopening committee.

**PUBLIC COMMENTS:**

None

**MOTION TO ADJOURN**

**Motion offered by Mr. Riley and seconded by Mr. Kramer was approved by a voice vote of 9/0 at 7:29 p.m.**

Respectfully Submitted,

Corey Lowell  
School Business Administrator/Board Secretary