

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

**Regular Public Meeting Minutes – 6:00 p.m.**  
**Betty McElmon Elementary School Gymnasium**  
**Tuesday, March 14, 2023**

**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**

**Mrs. Skellinger called the meeting to order at 6:00 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."

**PLEDGE OF ALLEGIANCE**

**The Pledge of Allegiance was led by the following students:**

*Samuel De Melo & Rebecca De Oliveira*

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

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

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

Mr. Water

**Also in Attendance:**

Christina Egan, Superintendent of Schools

Corey Lowell, School Business Administrator/Board Secretary

Isabel Machado, Esq. Board Attorney

**STATEMENT TO THE PUBLIC**

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

**PUBLIC COMMENTS:**

None

**APPROVAL OF MINUTES**

February 28, 2023                      Regular Public Meeting  
February 28, 2023                      Executive Session

**Motion offered by Mrs. Cavanaugh and seconded by Mr. Pringle was approved by a roll call vote of 6/0/2 with Mrs. Cavanaugh and Mrs. Gassman abstaining.**

**BUILDINGS AND GROUNDS RESOLUTIONS 1-2**

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

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

1. Move to approve, upon the recommendation of the Superintendent, the use of the FAS & BME District Cafeteria, BME & FAS gymnasiums, six classrooms, fields, basketball courts and playground by the WLB Recreation Commission for WLB Summer Recreation from June 26, 2023 to August 4, 2023 from 8:00 a.m. to 3:00 p.m. (Certificate of Insurance on File).
2. Move to approve, upon the recommendation of the Superintendent, use of the FAS Gym by the WLB Sports Association for Mid-Monmouth (Grades K-8) basketball practices and games from April 3, 2023 through June 22, 2023 for the following days and times: (Certificate of Insurance on File).

Mondays & Wednesdays	5:00 p.m. to 9:00 p.m.
Tuesdays, Thursdays & Fridays	5:00 p.m. to 8:00 p.m.

**Motion 1 offered by Mrs. Tabakman-Plancher and seconded by Mrs. Cavanaugh was approved by a roll call vote of 8/0.**

**Motion 2 offered by Mrs. Tabakman-Plancher and seconded by Mrs. Cavanaugh was approved by a roll call vote of 7/0/1 with Mr. Pringle abstaining.**

**CURRICULUM AND INSTRUCTION RESOLUTIONS 1-2**

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

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

1. Move to 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)/retreats(s)/training(s) listed below with associated program costs referenced below:

<b>Date(s)</b>	<b>Name</b>	<b>Workshop</b>	<b>Location</b>	<b>All Costs of Program</b>
April 19, 2023	Megan Heslin	Monmouth County Consortium - Design Thinking	Holmdel, NJ	\$190.00 (workshop) \$ 00.00 (mileage) \$190.00 (TOTAL) (account #20-270-200-500-050)

**Motion offered by Mrs. Tabakman-Plancher and seconded by Mrs. Sisk was approved by a roll call vote of 8/0.**

**FINANCE RESOLUTIONS 1-8**

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 March 2023 be approved and

Bills & Claims Fund 10 (March)	\$203,852.62
Bills & Claims Fund 20 (March)	\$158,237.80

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 general fund appropriations include a \$24,600 withdrawal from the Emergency Reserve Account for the West Long Branch Board of Education to improve school security in the district for the 2023-2024 school year.

3. The Superintendent recommends approval to adopt the Tentative Budget for FY 2023-2024:

BE IT RESOLVED that the tentative budget be approved for the 2023-2024 School Year using the 2023-2024 state aid figures and the School Business Administrator/Board Secretary be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	General Fund	Special Revenue	Debt Service	TOTAL
2023-2024 Total Expenditures	\$12,932,475	\$ 938,442	\$ 604,922	\$14,475,839
Less: Anticipated Revenues	\$ 2,059,230	\$ 938,442	\$ 205,674	\$ 3,203,346
Taxes to be Raised	\$10,873,245	\$ 0	\$ 399,248	\$11,272,493

And to advertise said tentative budget in the Asbury Park Press and The Link in accordance with the form required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the West Long Branch Board of Education located at the Betty McElmon Elementary School, 20 Parker Road, West Long Branch on April 25, 2023 at 6:00 p.m. for the purpose of conducting a public hearing on the budget for the 2023-2024 School Year.

4. WHEREAS, the West Long Branch Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.3 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, the West Long Branch Board of Education established \$20,000 as the maximum travel amount for the current school year and has expended \$5,957 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$20,000 for the 2023-2024 school year.

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5. Move to accept, upon the recommendation of the Superintendent, the Preschool Education Aid (PEA) Funding for the 2023-2024 school year in the amount of \$428,912.
6. Move to approve, upon the recommendation of the Superintendent, for LD Educational Services LLC, to provide Learning Disabilities Teacher-Consultant services as needed, effective April 3, 2023 through June 30, 2023, not to exceed \$23,400.
7. BE IT RESOLVED that pursuant to N.J.S.A. 18A:18A-5(a)(1), the firm of Spiezle Architects be awarded a professional services contract to provide architectural services to the West Long Branch Board of Education for the 2022-2023 school year. Furthermore, compensation for this contract shall be set according to the following schedule of hourly rates:

Principal Architect	\$190.00
Project Manager	\$155.00
Project Architect	\$130.00
Construction Administration	\$155.00
Administrative	\$85.00

Various other engineering and consultant rates as per the proposal received from Spiezle for RFP 19-01.

And, total compensation paid shall not exceed a maximum amount of \$5,000 without Board approval.

8. BE IT RESOLVED, by the West Long Branch Board of Education to approve the submission of the following projects to the New Jersey Department of Education, for review and Department approval of a “school facilities project” with Rod Grant state funding which is consistent with the 2019 approved long range facilities plan.

- Roofing Replacement at the Frank Antonides School
- Exterior Door Replacement at the Frank Antonides School
- Exterior Door Replacement at the Betty McElmon Elementary School

Further, the Board authorizes Spiezle Architectural Group Inc, to make the submission to the Department of Education on behalf of the district.

**Motions 1-6 offered by Mrs. Gassman and seconded by Mrs. Scullion were approved by a roll call vote of 8/0.**

**Motions 7-8 offered by Mrs. Gassman and seconded by Mrs. Scullion were approved by a roll call vote of 7/0/1 with Mr. Falgares abstaining.**

**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, upon the recommendation of the Superintendent, Nikki Bickart as a substitute lunch aide at a per diem rate of \$29.25 and substitute secretary at the hourly rate of \$14.50 for the 2022-2023 school year pending review of Criminal History and other applicable documents.
2. Move to extend, upon the recommendation of the Superintendent, a paid leave of absence for employee #8001320 for the period from March 13, 2023 through on or about April 13, 2023, in accordance with the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq. The employee shall utilize accrued, unused sick days.
3. Move to accept, upon the recommendation of the Superintendent, the resignation of Mrs. Jennifer Alberici, BME Special Education Teacher, effective May 8, 2023 with regrets.

**Motion offered by Mrs. Tabakman-Plancher and seconded by Mr. Falgares was approved by a roll call vote of 8/0.**

**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 approve the amended 2022-2023 school calendar. (Attachment)

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

**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.

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1. Enrollment report for the month of February 2023:

<b><i>ENROLLMENT DATA</i></b>	
Pre-Kindergarten	26
Kindergarten	58
1	66
2	59
3	57
4	63
<b>BETTY MCELMON ELEMENTARY TOTAL</b>	<b>329</b>
5	59
6	42
7	68
8	48
<b>FRANK ANTONIDES SCHOOL TOTAL</b>	<b>217</b>
<b>OUT OF DISTRICT STUDENTS</b>	<b>7</b>
<b>DISTRICT ENROLLMENT</b>	<b>553</b>

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

<b>School:</b>	<b>Betty McElmon Elementary</b>	<b>Frank Antonides School</b>
<b>Date</b>	<b>1. 2nd 1:15 - 1:22 PM</b>	<b>1. 2nd 1:15 - 1:22 PM</b>
	<b>2. 15th 10:00 - 10:10 AM</b>	<b>2. 15th 10:00 - 10:10 AM</b>
<b>Type of Drill</b>	<b>1. FIRE DRILL</b>	<b>1. FIRE DRILL</b>
	<b>2. SECURITY DRILL - LOCK DOWN</b>	<b>2. SECURITY DRILL - LOCK DOWN</b>

3. Move to approve, upon the recommendation of the Superintendent, the following Pupil Attendance Report for the month of February 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	5598	318.5	94.31%
Frank Antonides School	3689	210.5	94.29%

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4. Move to approve, upon the recommendation of the Superintendent, the following Staff Attendance Report for the month of February 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	625	35.5	94.32	0	94.32
FAS	612	32.5	94.68	0	94.68

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

	<u>Reported Incidents</u>	<u>Confirmed Incidents</u>	<u>Unconfirmed Incidents</u>
<b>Betty McElmon Elementary</b>	1	0	1 (241778_BME_01302023)
<b>Frank Antonides School</b>	1	0	1 (242268_FAS_02072023)
<b>TOTALS</b>	2	0	2

6. BE IT RESOLVED, that the Board of Education approve the Comprehensive Equity Plan Statement of Assurance for the 2023-2024 school year.

**Motion offered by Mrs. Tabakman-Plancher and seconded by Mr. Falgares was approved by a roll call vote of 8/0.**

**DISCUSSION ITEMS:**

**NJSBA Legislative Delegate/ MCSBA**

- No Report

**Foundation**

- ARTivity Night is Friday, March 31st

**PTA**

- No Report

**Borough of West Long Branch Liaison**

- No Report

**Business Administrator/Board Secretary**

- No Report

**Superintendent Comments**

- No Report

**Mary Gassman**

**Meaghan Cavanaugh**

**Christine Skellinger**

**Mary Gassman**

**Corey Lowell**

**Christina Egan**



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**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**

**Motion offered by Mrs. Tabakman-Plancher and seconded by Mr. Pringle was approved by a voice vote of 8/0 at 6:46 p.m.**

**MOTION TO ADJOURN EXECUTIVE SESSION**

**Motion offered by Mrs. Sisk and seconded by Mrs. Scullion was approved by a voice vote of 8/0 at 6:51 p.m.**

**MOTION TO ADJOURN**

**Motion offered by Mrs. Tabakman-Plancher and seconded by Mr. Falgares was approved by a voice vote of 8/0 at 6:51 p.m.**

Respectfully Submitted,

Corey Lowell  
School Business Administrator/Board Secretary