

**RESOLUTIONS OF THE WEST LONG BRANCH BOARD OF EDUCATION**  
**Regular Public Meeting – 5:30 p.m.**  
**Betty McElmon Elementary School Gymnasium**  
**Tuesday, March 19, 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:**

*Luca DeSarno & Jack Oliveira*

**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.*

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**PRESENTATIONS AND 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.

**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**

February 27, 2024                      Regular Public Meeting  
February 27, 2024                      Executive Session

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

All in favor? AYES: ( )    NOES: ( )    ABSTENTIONS: ( )

**BUILDING AND GROUNDS RESOLUTIONS 1-2**

1. Move to approve, upon the recommendation of the Superintendent, use of the FAS Gym by the WLB Sports Association for Mid-Monmouth West Long Branch youth boys and girls travel basketball games and team practices for children in grades K-8 from April 1, 2024 through June 21, 2024 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.

2. Move to approve, upon the recommendation of the Superintendent, use of the FAS softball field by the WLB Men’s Softball (Two Rivers Men’s Softball League), for games from 5:30 p.m. to 8:00 p.m. for the following dates (Tuesdays, Wednesdays & Thursdays): (Certificate of Insurance on File)

July 2-4, 9-11, 16-18, 23-25, 30-31, 2024  
August 1, 6-8, 13-15, 20-22, 27-29, 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 _____

**CURRICULUM AND INSTRUCTION RESOLUTIONS 1-2**

1. Move to revise, 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:

<b>Date(s)</b>	<b>Name</b>	<b>Workshop/Training</b>	<b>Location</b>	<b>All Costs of Program</b>
April 24, 2024	Sue Grimm	School Law for Administrative Assistants	Monroe, NJ	\$ 150.00 (workshop) \$ 27.45 (mileage & tolls) \$ 177.45 (TOTAL) (account #11-000-230-580-000)
May 29, 2024	Tracy Gironda	NJTESOL/NJBE Spring Conference	New Brunswick, NJ	\$ 390.00 (workshop) \$ 33.90 (mileage & tolls) \$ 423.90 (TOTAL) (account #20-270-200-500)
July 22, 2024	Maureen Beck	Orton-Gillingham Classroom Educator/Associate Level Part 2	Virtual	\$1,000.00 (workshop) \$ 00.00 (mileage & tolls) \$1,000.00 (TOTAL) (account #20-488-200-300-000)
July 22, 2024	Brittany Balzofiore	Orton-Gillingham Classroom Educator/Associate Level Part 2	Virtual	\$1,000.00 (workshop) \$ 00.00 (mileage & tolls) \$1,000.00 (TOTAL) (account #20-488-200-300-000)

**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 1-8**

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

Bills & Claims Fund 10	\$475,881.11
Bills & Claims Fund 20	\$121,102.04

2. The Superintendent recommends approval to adopt the Tentative Budget for FY 2024-2025:

BE IT RESOLVED that the tentative budget be approved for the 2024-2025 School Year using the 2024-2025 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
2024-2025 Total Expenditures	\$14,160,620	\$1,696,870	\$ 605,991	\$16,463,481
Less: Anticipated Revenues	\$ 3,069,726	\$1,696,870	\$206,038	\$4,972,634
Taxes to be Raised	\$11,090,894	\$0	\$399,953	\$11,490,847

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 30 2024 at 5:30 p.m. for the purpose of conducting a public hearing on the budget for the 2024-2025 School Year.

3. 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 \$25,000 as the maximum travel amount for the current school year and has expended \$18,418 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 \$25,000 for the 2024-2025 school year.

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- 4. BE IT RESOLVED that the West Long Branch Board of Education authorizes a withdrawal from Capital Reserve – Other Capital Projects in the amount of \$490,478 for the Frank Antonides Middle School Partial Roof Replacement. The total cost of this project is \$817,463 (DOE project #5640-050-23-R501, SDA project #5640-050-23-G5UK), with State funding of \$326,985.
- 5. BE IT RESOLVED, upon the recommendation of the Superintendent, that the general fund appropriations include a \$34,000 withdrawal from the Emergency Reserve Account for cameras and door alarms to improve school security in the district.
- 6. BE IT RESOLVED, upon the recommendation of the Superintendent, included in budget line 620, Budgeted Withdrawal from Capital Reserve – Excess Costs & Other Capital Projects, is \$274,300 (enter amount on line 620) for other capital project costs of \$ 437,600 to replace the playground at the Betty McElmon Elementary School. The total cost of this project is \$437,600 which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.
- 7. Move to accept, upon the recommendation of the Superintendent, the Preschool Education Aid (PEA) Funding for the 2024-2025 school year in the amount of \$930,873.
- 8. RESOLVED that the Board of Education approve the change order credit of \$50,000 from Comfort Mechanical Corporation for Retro-Commissioning and HVAC Upgrades.

Original contract: \$588,912  
 Change order credit: -\$ 50,000  
 New contract sum: \$538,912

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 1-5**

- 1. Move to approve, upon the recommendation of the Superintendent, Allyson Winter, FAS Principal, as a chaperone for the 8th grade class trip to Washington D.C. at a rate of \$300.00 per night for 1 night. (account #11-00-240-103-050)
- 2. BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board of Education acknowledges the termination of the Shared Service agreement with the Shore Regional Board of Education for School Social Worker services effective April 27, 2024.
- 3. Move to retroactively approve, upon the recommendation of the Superintendent, the employment of Suzanne Olimpio, as an Interim Director of Special Services effective March 14, 2024 through June 30, 2024, at a daily rate of \$550 per day, not to exceed \$38,000, pending the completion of Criminal History and other applicable documents.

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- 4. Move to amend, upon the recommendation of the Superintendent, the end date of Dr. Lorissa Cheli-Vorhees as the Director of Special Services, effective March 15, 2024.
- 5. Move to amend, upon the recommendation of the Superintendent, the following employee as the SEMI coordinator:

Suzanne Olimpio

**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 _____

**POLICY RESOLUTIONS 1-2**

- 1. Move to approve, upon the recommendation of the Superintendent, the amended 2023-2024 school calendar. (Attachment)
- 2. BE IT RESOLVED, upon the recommendation of the Superintendent, that the West Long Branch Board of Education give the Superintendent authority to hire essential personnel, retroactively, until April 30, 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 _____

**SUPERINTENDENT’S MONTHLY REPORTS 1-5**

1. Enrollment report for the month of February 2024:

<b><i>ENROLLMENT DATA</i></b>	
Pre-Kindergarten	40
Kindergarten	63
1	61
2	68
3	55
4	52
<b>BETTY MCELMON ELEMENTARY TOTAL</b>	<b>339</b>
5	61
6	61
7	42
8	60
<b>FRANK ANTONIDES SCHOOL TOTAL</b>	<b>224</b>
<b>OUT OF DISTRICT STUDENTS</b>	<b>9</b>
<b>DISTRICT ENROLLMENT</b>	<b>572</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 2024:

<b>School:</b>	<b>Betty McElmon Elementary</b>	<b>Frank Antonides School</b>
<b>Date</b>	<b>1. 7th 1:15 PM – 1:30 PM FIRE DRILL</b>	<b>1. 7th 1:15 PM – 1:30 PM FIRE DRILL</b>
	<b>2. 20th 2:05 PM - 2:10 PM SECURITY DRILL-ACTIVE SHOOTER</b>	<b>2. 20th 2:05 PM - 2:10 PM SECURITY DRILL-ACTIVE SHOOTER</b>

3. Move to approve, upon the recommendation of the Superintendent, the following Pupil Attendance Report for the month of February 2024:

<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	5754	420.5	92.69%
Frank Antonides School	3819	231	93.95%

4. Move to approve, upon the recommendation of the Superintendent, the following Staff Attendance Report for the month of February 2024:

<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	572	85.5	85.05	54	94.49
FAS	648	63.5	90.20	0	90.20

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>	3	2 (259643_BME_02062024) (260590_BME_02202024)	1 (260583_BME_02202024)
<b>Frank Antonides School</b>	1	1 (259981_FAS_02092024)	0
<b>TOTALS</b>	4	3	1

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:**

**NJSBA Legislative Delegate/ MCSBA** Mary Gassman  
**Foundation** Meaghan Cavanaugh  
**PTA** Christine Skellinger  
**SEPAG** Michael Falgares/Mary Gassman  
**Borough of West Long Branch Liaison** Mary Gassman  
**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**

**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: ( )