

RESOLUTIONS OF THE WEST LONG BRANCH BOARD OF EDUCATION
Regular Public Meeting Minutes – 7:00 p.m.
Betty McElmon Elementary School Gymnasium
Tuesday, March 22, 2022

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.

Mrs. Skellinger 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 led by the following students:

Tyler Carter & Veronica Johnston

The Following Members of the Board of Education were Present:

Mrs. Cavanaugh Mrs. Gassman Mr. Kramer
Mr. Pringle Mrs. Skellinger Mrs. Sisk
Mrs. Tabakman-Plancher (left meeting at 7:40 p.m.)

The Following Member of the Board of Education was Absent:

Mrs. Scullion Mr. Waters

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.

PRESENTATIONS:

- Recognition of WLB SPARTANS of the Month

PUBLIC COMMENTS:

None

APPROVAL OF MINUTES

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Motion offered by Mr. Kramer and seconded by Mrs. Tabakman-Plancher was approved by a roll call vote of 7/0.

BUILDING AND GROUNDS 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, the use of the FAS & BME Gymnasiums, District Cafeteria, Four FAS classrooms, art room, and fields by the WLB Recreation Commission for WLB Summer Recreation from June 24, 2022 to August 5, 2022 from 8:00 a.m. to 3:30 p.m. (Certificate of Insurance on File).
2. Move to approve, upon the recommendation of the Superintendent, the use of the FAS Gymnasium by the WLB Recreation Commission for men’s recreational basketball games, Tuesdays and Thursdays from April 5, 2022 to June 21, 2022 from 8:00 p.m. to 10:00 p.m. (Certificate of Insurance on File).
3. 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 5, 2022 through June 22, 2022 for the following days and times: (Certificate of Insurance on File).

Tuesdays & Thursdays	5:00 p.m. to 8:00 p.m.
Wednesdays	5:00 a.m. to 9:00 p.m.

Motions 1-2, offered by Mr. Kramer and seconded by Mrs. Tabakman-Plancher were approved by a roll call vote of 7/0.

Motion 3 offered by Mr. Kramer and seconded by Mrs. Tabakman-Plancher was approved by a roll call vote of 6/0/1 with Mr. Pringle abstaining.

CURRICULUM AND INSTRUCTION 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. Move to approve, upon the recommendation of the Superintendent, the following 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) listed below with associated program costs for the employee(s) referenced below:

Date	Name	Workshop	Location	All Costs of Program
March 23, 2022	Lauren McKenna	Anti-bullying Specialist Certificate Program	Virtual	\$500.00 (workshop) (account #20-280-200-300-01-080)
May 9, 2022	Maria Schleichert	Dyslexia: Best Strategies to Accelerate Student Success	Virtual	\$279.00 (workshop) (account #20-270-200-300-00-050)

3. BE IT RESOLVED, that the West Long Branch Board of Education approve the following mentorship for the 2021-22 school year:

Name	Mentor
Hackett, Kaitlyn	Beck, Maureen

4. Move to approve, upon the recommendation of the Superintendent, for Child Study Team Services LLC, an approved NJDOE agency to continue to provide Child Study Team services as needed effective April 1, 2022 until June 22, 2022, not to exceed \$27,000.
5. Move to approve, upon the recommendation of the Superintendent, for Student SID #8774054125 per the IEP to attend the Monmouth County Career Center Pre-vocational Assessment in Freehold, NJ on the following dates, April 4, 2022 through April 8, 2022. Transportation to be provided by Shore Regional High School.

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6. Move to approve, upon the recommendation of the Superintendent, for Student SID #3262966399 attend a Special Class Program as per the IEP at Wall Township Schools effective March 23, 2022 until June 17, 2022. Tuition will be \$11,016.32 plus related services charges for OT/PT/Speech at \$1,925 for a total of \$12,941.32.
7. Move to approve, upon the recommendation of the Superintendent, the following teachers for District curricula writing at the contractual rate of \$48.00 per hour. Hours are per document, inclusive of all writers. (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):

Name	Course	Number of Documents	Length of Course	Total Hours per Document (not to exceed)	Stipend
Sandoz, Karen Doherty, John	Civics 7	1	Semester	5	\$240
LoPresti, Alyssa	Health Grade 2	1	Quarter	2.5	\$120
Sinkorn, Kristy	Health Grade 5	1	Quarter	2.5	\$120
Sinkorn, Kristy	Health Grade 6	1	Quarter	2.5	\$120
Sinkorn, Kristy	Health Grade 7	1	Quarter	2.5	\$120
Sinkorn, Kristy	Health Grade 8	1	Quarter	2.5	\$120
Sandoz, Karen	Phys Ed Grades K-2	1	3 Quarters	10	\$480
Sandoz, Karen	Phys Ed Grades 3-5	1	3 Quarters	10	\$480
Sandoz, Karen Sinkhorn, Kristy	Phys Ed Grades 6-8	1	3 Quarters	10	\$480
LoPresti, Alyssa	Social Studies Grade 2	1	Semester	5	\$240
Sinkhorn, Kristy Tarpy, Jack	Social Studies Grade 5	1	Full Year	10	\$480
Sinkhorn, Kristy	Social Studies Grade 6	1	Full Year	10	\$480
Sinkhorn, Kristy Doherty, John	Social Studies Grade 7	1	Semester	5	\$240
Cagliostro, Monica	Social Studies Grade 8	1	Full Year	10	\$480

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Sinkhorn, Kristy	Technology K-2	1	Quarter	5	\$240
Sinkhorn, Kristy	Technology 3-4	1	Quarter	5	\$240

Motions 1-5, & 7 offered by Mrs. Tabakman-Plancher and seconded by Mrs. Sisk were approved by a roll call vote of 7/0.

Motion 6 offered by Mrs. Tabakman-Plancher and seconded by Mrs. Sisk was approved by a roll call vote of +6/0/1 with Mrs. Skellinger abstaining.

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 February 2022 and March 2022 be approved and

Bills & Claims Fund 10 (Feb)	\$ 979.95
DCRP Fund 10 (Feb)	\$ 1,112.97
Bills & Claims Fund 10 (March)	\$563,237.95
Bills & Claims Fund 20 (March)	\$ 78,903.41

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. The Superintendent recommends approval to adopt the Tentative Budget for FY 2022-2023:

BE IT RESOLVED that the tentative budget be approved for the 2022-2023 School Year using the 2022-2023 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
2022-2023 Total Expenditures	\$ 12,881,687	\$ 281,269	\$ 603,122	\$ 13,766,078

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Less: Anticipated Revenues	\$ 2,221,643	\$ 281,269	\$ 205,062	\$ 2,707,974
Taxes to be Raised	\$ 10,660,044	\$ 0	\$ 398,060	\$ 11,058,104

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 26, 2022 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2022-2023 School Year.

3. BE IT RESOLVED that the West Long Branch Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.1(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$111,581 for the purpose of roof replacement. The district intends to complete said purposes by June 2023.
4. BE IT RESOLVED that included in the general fund appropriations, budget line 620 is a withdrawal from Capital Reserve - Other Capital Projects in the amount of \$337,500 for other capital project costs: replacing boilers and boiler pumps. The total cost of this project is \$337,500 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.
5. 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 \$ 6,236 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 2022-2023 school year.

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6. BE IT RESOLVED, that the Board of Education approve that pursuant to N.J.S.A. 18A:18A-5(a)(1), the firm of Spiezle Architectural Group be awarded a contract to provide design, bid specifications, and construction administration services to the West Long Branch Board of Education at a cost of \$45,000 for the replacement of rooftop units, boilers, boiler pumps, and retro commissioning, testing, and balancing.
7. RESOLVED that the West Long Branch Board of Education approve the following tuition rates associated with the send-receive agreement with the Interlaken Board of Education:

2021-2022	\$11,487.00
2022-2023	\$13,862.00
2023-2024	\$16,236.00
2024-2025	\$16,642.00
2025-2026	\$17,058.00
2026-2027	\$17,484.00
2027-2028	\$17,921.00
2028-2029	\$18,369.00

Motion offered by Mrs. Gassman and seconded by Mrs. Tabakman-Plancher was approved by a roll call vote of 7/0.

PERSONNEL 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. Move to approve, upon the recommendation of the Superintendent, the employment of the following employee(s) for Co-Curricular Activity Compensation for the 2021-2022 school year:

BME Spring Show:		
Music	David Attilio	\$666.66

2. Move to approve, upon the recommendation of the Superintendent, a paid leave of absence for employee #5000662 for the period from April 14, 2022 through, on or about May 6, 2022, 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 (11). This leave will be counted against the employee's entitlement to leave pursuant to the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq.
3. Move to approve, upon the recommendation of the Superintendent, the employment of Carol Bacon as a Substitute Lunch Monitor for the 2021-2022 school year with a rate of pay of \$29.25 per diem, pending review of Criminal History and other applicable documents.
4. Move to approve, upon the recommendation of the Superintendent, the fee of \$1,000 to be paid to the NJL2L (New Jersey Leaders to Leaders) mentor of Allyson Winter, FAS Principal.
5. Move to approve, upon the recommendation of the Superintendent, Paul Christopher, Jr, as a volunteer coach for the boys' 2022 baseball team.
6. Move to retroactively approve, upon the recommendation of the Superintendent, Julyanna Pessoa, Instructional Aide, for providing language translation support at the Parent-Teacher Conference on March 10, 2022 at the rate of \$17.36 per hour, not to exceed 2 hours.
7. Move to approve, upon the recommendation of the Superintendent, a paid leave of absence for employee #8001321 for the period from March 29, 2022 through, on or about June 21, 2022, 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 (52). This leave will be counted against the employee's entitlement to leave pursuant to the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq.

Motion offered by Mrs. Gassman and seconded by Mrs. Tabakman-Plancher was approved by a roll call vote of 7/0.

POLICY 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 **abolish**, upon the recommendation of the Superintendent, the below policy:

Policy

5141.10 Face Coverings

2. BE IT RESOLVED, that the West Long Branch Board of Education give the Superintendent authority to hire essential personnel, retroactively, until April 26, 2022.

Motion offered by Mr. Kramer and seconded by Mrs. Sisk was approved by a roll call vote of 7/0.

SUPERINTENDENT’S MONTHLY REPORTS 1-5

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 February 2022:

<i>ENROLLMENT DATA</i>	
Pre-Kindergarten	28
Kindergarten	67
1	58
2	57
3	59
4	59
BETTY MCELMON ELEMENTARY TOTAL	328
5	43
6	59
7	47
8	64
FRANK ANTONIDES SCHOOL TOTAL	213
OUT OF DISTRICT STUDENTS	7
DISTRICT ENROLLMENT	548

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 2022:

School:	Betty McElmon Elementary	Frank Antonides School
Date	1. 9th 10:02 - 10:06 AM	1. 9th 10:02 - 10:06 AM
	2. 10th 8:15 - 9:00 AM	2. 10th 8:15 - 9:00 AM
	3. 11th 1:45 - 2:00 PM	3. 11th 1:45 - 2:00 PM
	4. 15th 1:40 - 1:50 PM	4. 15th 1:40 - 1:50 PM
Type of Drill	1. FIRE DRILL	1. FIRE DRILL
	2. EMERGENCY EVACUATION	2. EMERGENCY EVACUATION
	3. EMERGENCY SHELTER IN PLACE	3. EMERGENCY SHELTER IN PLACE
	4. SECURITY DRILL- LOCK DOWN	4. SECURITY DRILL- LOCK DOWN

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3. Move to approve, upon the recommendation of the Superintendent, the following Pupil Attendance Report for the month of February 2022:

<u>STUDENT ATTENDANCE</u>	<u># OF DAYS POSSIBLE</u>	<u># OF DAYS ABSENT</u>	<u>PERCENT ATTENDANCE</u>
Betty McElmon Elementary	6207	351.5	94.34%
Frank Antonides School	4029	243	93.97%

4. Move to approve, upon the recommendation of the Superintendent, the following Staff Attendance Report for the month of February 2022:

<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	602	20.5	96.59	0	96.59
FAS	646	57	91.17	19	94.11

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	0	0	0
Frank Antonides School	1	1 (227298_FAS_01262022)	0
TOTALS	1	1	0

Motion offered by Mrs. Tabakman-Plancher and seconded by Mrs. Cavanaugh was approved by a roll call vote of 7/0.

DISCUSSION ITEMS:

NJSBA Legislative Delegate / MCSBA

- No Report

Foundation

- No Report

PTA

- No Report

Mary Gassman

Meaghan Cavanaugh

Christine Skellinger

Borough of West Long Branch Liaison

- **No Report**

Business Administrator/Board Secretary

- **No Report**

Superintendent Comments

- **No Report**

Mary Gassman

Corey Lowell

Dr. 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

Motion offered by Mr. Kramer and seconded by Mrs. Cavanaugh was approved by a voice vote of 7/0 at 7:40 p.m.

Mrs. Tabakman-Plancher left executive session at 7:40 p.m.

MOTION TO ADJOURN EXECUTIVE SESSION

Motion offered by Mrs. Gassman and seconded by Mr. Kramer was approved by a voice vote of 6/0 at 7:52 p.m.

MOTION TO ADJOURN

Motion offered by Mr. Kramer and seconded by Mrs. Cavanaugh was approved by a voice vote of 6/0 at 7:52 p.m.

Respectfully Submitted,

Corey Lowell
School Business Administrator/Board Secretary