

WORKSHOP MEETING MINUTES – MAY 21, 2019

RESOLUTIONS OF THE WEST LONG BRANCH BOARD OF EDUCATION
Workshop Meeting Minutes – Media Center 7:00 p.m.
Tuesday, May 21, 2019

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.

Ms. Gassman 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 Ms. Gassman

The Following Members of the Board of Education were Present:

Mrs. Cavanaugh	Mr. Kramer	Mrs. McLaughlin
Mr. Riley	Mrs. Scullion	Mrs. Skellinger
Mr. Waters	Ms. Gassman	

The Following Member of the Board of Education was Absent:

Mrs. Gassman

Also on Attendance:

Thomas G. Farrell,	Superintendent
Corey Lowell,	School Business Administrator/Board Secretary

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.

WORKSHOP MEETING MINUTES – MAY 21, 2019

PUBLIC COMMENTS:

- **A member of the public spoke to the BOE about presentations on Flag Day.**

APPROVAL OF MINUTES

April 16, 2019 Workshop Meeting

April 30, 2019 Regular Public Meeting

BUILDING AND GROUNDS 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, use of the FAS back softball field by the WLB Men’s Softball (Two Rivers Men’s Softball League), for games from 5:45 p.m. to 8:30 p.m. for the following dates: (Certificate of Insurance on File)

July 15, 18, & 30, 2019

August 1, 12, 13, & 14, 2019

- **The Board discussed a building use policy for outside groups.**

CURRICULUM AND INSTRUCTION RESOLUTIONS 1-15

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 Monmouth University student to participate in a Student Teaching Experience program commencing from September 2019 to May 2020 as noted below:

<u>Student Name</u>	<u>Placement</u>	<u>Cooperating Teacher</u>
Janet Downing	4th Grade	Nicole Curran

2. Move to approve, upon the recommendation of the Superintendent, the 2019-2020 Regional Professional Development Plan.
3. Move to approve, upon the recommendation of the Superintendent, the 2019-2020 Regional Mentoring Plan.
4. 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-

WORKSHOP MEETING MINUTES – MAY 21, 2019

050 for grades 5-8 courses and account # 11-000-221-104-05-080 for grades Pre-K-4 courses):

Grade/Content Area	Name	Total Hours (Not to Exceed)
Pre-K/English Language Arts	Shannon Healy	5
	Megan Ricker	5
Pre-K/Mathematics	Shannon Healy	5
	Megan Ricker	5
Pre-K/Science	Megan Ricker	5
	Jodi Siwec	5
Pre-K/Social Studies	Shannon Healy	5
	Megan Ricker	5
Pre-K-8/Guidance	Justin Clymer	5
	Karen Sandoz	5
K/Social Studies	Laura Myers	5
	Stacie Smith	5
1/Social Studies	Christine Baniowski	10
2/Social Studies	Maureen Farrell	5
	Alyssa LoPresti	5
3/Social Studies	Megan Steel	10
4/Social Studies	Nicole Curran	10
5/Social Studies	Christina Hess	10
6/Social Studies	John Doherty	10
7/Social Studies	John Doherty	10
8/Social Studies	Monika Cagliostro	10

5. Move to approve West Long Branch School District's membership in the Brookdale Education Networks (Literacy, Technology, Mathematics/Science) for the 2019-2020 school year, not to exceed a total district cost of \$1,250.00 (Account #s 20-270-200-500-00-050/20-270-200-500-00-080).
6. Move to approve West Long Branch School District's membership in the Regional Professional Development Academy for the 2019-2020 school year, at the annual membership rate of \$710.00 (Account #s 20-270-200-500-00-050/20-270-200-500-00-080).
7. Move to approve the adoption of Charlotte Danielson: The Framework for Teaching teacher and staff evaluation model for the 2019-2020 school year, in partial fulfillment of the New Jersey Department of Education's Excellent Educators for New Jersey (EE4NJ) teacher and educational services staff evaluation system requirements.
8. Move to approve the adoption of the Stronge Leader Effectiveness Performance System for the 2019-2020 school year, in partial fulfillment of the New Jersey Department of Education's Excellent Educators for New Jersey (EE4NJ) administrator evaluation system requirements.

WORKSHOP MEETING MINUTES – MAY 21, 2019

9. Move to approve the Stronge and Associates Educational Consulting, LLC renewal for the Stronge Leader Effectiveness Performance System for the 2019-2020 school year for which the West Long Branch School District's portion is \$743.84 (Account #s 11-000-223-800-00-050/11-000-223-800-00-080).
10. Move to approve the New Jersey Department of Education annually required Stronge and Associates Educational Consulting, LLC regional administrator evaluation professional development services for which the West Long Branch School District's portion is \$666.67 (Account #s 11-000-223-320-01-050/11-000-223-320-01-080).
11. Move to approve, upon the recommendation of the Superintendent, for Student ID #5429711613, as per IEP, to attend Camp Lee Mar, Lackawaxen, PA for ESY, from June 22, 2019 to August 9, 2019 for \$11,575. Transportation will be provided by the parent.
12. Move to approve, upon the recommendation of the Superintendent, for Student ID #3520773960, as per the IEP, to attend Monmouth County Career Center Pre-Vocational Assessment, Freehold, NJ on the following dates, May 29, through June 5, 2019. Transportation to be provided by Shore Regional High School.
13. Move to approve, upon the recommendation of the Superintendent, for Shore Kids Pediatric Therapies to provide Child Study Team services as needed effective May 17, 2019 through June 30, 2019, not to exceed \$1,500.
14. Move to approve, upon the recommendation of the Superintendent, for Student ID #6561767861, as per the IEP, to attend Camp Excel, Neptune Township, NJ for ESY, from June 24, 2019 to August 16, 2019 at the cost of \$6,900. Transportation will be provided by the Shore Regional High School.
15. Move to approve, upon the recommendation of the Superintendent, for Student ID #4338146477, as per IEP, to attend Rising Tree Tops, Oakhurst, NJ for ESY, from June 25, 2019 to August 29, 2019 at the cost of \$4,320. Transportation will be provided by MOESC at the lowest bid rate.

FINANCE RESOLUTIONS 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.

1. **BE IT RESOLVED**, that the Bills and Claims List for April 2019 be approved and

Bills & Claims Fund 10	\$ _____
Bills & Claims Fund 20	\$ _____
DCRP	\$ _____

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

WORKSHOP MEETING MINUTES – MAY 21, 2019

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 following financial reports be approved:

- Report of the Board Secretary /Treasurer Dated:
 - April 30, 2019
- That the listed budget transfer(s) be authorized in accordance with N.J.S.A. 18A:22-8.1:

April (attached)

- Monthly Budgetary Line Item Status Certification:

BE IT RESOLVED, that the Board Secretary for the Board of Education of the Borough of West Long Branch certifies that, pursuant to N.J.A.C. 6A:23A-16.10(c)(3), as of April 30, 2019, that no line item account has encumbrances, and expenditures, which in total exceed the line item appropriate in violation of N.J.A.C. 6A:23A-16.10(a); and

BE IT FURTHER RESOLVED, that the Board of Education of the Borough of West Long Branch certifies that, pursuant to N.J.A.C. 6A:23A-16.10(c)(4), after review of the Board Secretary's monthly financial report and upon consultation with the appropriate District official that to the best of its 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 year.

3. **BE IT RESOLVED**, that the Board of Education approve the firm of Cannone & Co. be awarded a professional services contract to provide auditing services to the West Long Branch at a cost of \$16,646 for the 2018-2019 school year.
4. **RESOLVED** that pursuant to N.J.S.A. 18A:18A-42 the bid for trash and recycling collection be renewed with Waste Management, Inc. at a cost of \$14,758.94 for the period July 1, 2019 to June 30, 2021.
5. Move to approve a contract with Paychex for payroll processing services for the period July 1, 2019 to June 30, 2020 at an estimated cost of \$16,925.

WORKSHOP MEETING MINUTES – MAY 21, 2019

6. **RESOLVED** that the West Long Branch Board of Education approve the following monthly plan rates for the period July 1, 2019 to June 30, 2020.

	Horizon Traditional	
Coverage Status	7/1/18-6/30/19	7/1/19-6/30/20
Single	\$1,199.52	\$1,247.50
2 Adults	\$2,616.32	\$2,720.97
Family	\$3,058.16	\$3,180.49
Parent/Child(ren)	\$1,750.19	\$1,820.20
	Horizon POS	
Coverage Status	7/1/18-6/30/19	7/1/19-6/30/20
Single	\$939.62	\$977.20
2 Adults	\$2,049.27	\$2,131.24
Family	\$2,395.38	\$2,491.20
Parent/Child(ren)	\$1,370.84	\$1,425.67
	Horizon Omnia	
Coverage Status	7/1/18-6/30/19	7/1/19-6/30/20
Single	\$747.86	\$777.77
2 Adults	\$1,631.17	\$1,696.42
Family	\$1,906.64	\$1,982.91
Parent/Child(ren)	\$1,091.18	\$1,134.83
	Horizon Rx Plan	
Coverage Status	7/1/18-6/30/19	7/1/19-6/30/20
Single	\$324.32	\$340.54
2 Adults	\$533.63	\$581.31
Family	\$747.42	\$784.79
Parent/Child(ren)	\$402.52	\$422.65
	Delta Dental	Horizon Dental
Coverage Status	7/1/18-6/30/19	7/1/19-6/30/21
Single	\$49.37	\$40.05
2 Adults	\$96.60	\$91.92
Family	\$153.57	\$144.43
Parent/Child(ren)	\$101.44	\$83.78

PERSONNEL RESOLUTIONS 1-14

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 Substitute Nurses for the 2019-20120 school year at a per diem rate of \$150.00 as follows:

Melissa Ercolino
Suzanne Montanari

Belvin Reed
Jessica Wayne

WORKSHOP MEETING MINUTES – MAY 21, 2019

2. Move to approve, upon the recommendation of the Superintendent, the following Substitute Clerks for the 2019-2020 school year at an hourly rate of \$12.00 as follows:

Heidi Bahr	Cynthia Klein
Jolie Carasia	Lianne Pragosa
Kim Carroll	Peggy Rubman
Melissa Ercolino	Jennifer Simmen

3. Move to approve, upon the recommendation of the Superintendent, the following Substitute Lunch Aides for the 2019-2020 school year at a per diem rate of \$22.95 as follows:

Heidi Bahr	Lianne Pragosa
Margaret Fleischer	Alice Rourke
Ann Lindsay	Jennifer Simmen
Lisa Monte	

4. Move to approve, upon the recommendation of the Superintendent, the following Substitute Security Monitors for the 2019-2020 school year at a per diem rate of \$100.00 as follows:

Al Roma	Nathan Tomaino
Martin Scherzinger	

5. **BE IT RESOLVED**, that the Board of Education approve the Shared Service Agreement with the Shore Regional Board of Education to provide School Business Administrator/Board Secretary services at a cost to the West Long Branch School District of \$79,716 effective July 1, 2019 through June 30, 2020.
6. **BE IT RESOLVED**, that the Board of Education approve the Shared Service Agreement with the Shore Regional Board of Education to provide Director of Curriculum and Instruction services at a cost to West Long Branch School District of \$45,000 beginning July 1, 2019 through June 30, 2020.
7. **BE IT RESOLVED**, that the Board of Education approve the Shared Service Agreement with the Shore Regional Board of Education to provide Director of Transportation services at a cost to West Long Branch School District of \$24,000 effective July 1, 2019 through June 30, 2020.
8. **BE IT RESOLVED**, that the Board of Education approve the Shared Services Agreement with Shore Regional Board of Education to provide Shared Regional Director of Security & Emergency Management services at a cost to West Long Branch School District of \$17,500 effective for the 2019-2020 school year.
9. **BE IT RESOLVED**, that the Board of Education approve the Shared Services Agreement with Shore Regional Board of Education to provide Shared Director of Guidance, at no cost to the West Long Branch School District, effective July 1, 2019 through June 30, 2020.

WORKSHOP MEETING MINUTES – MAY 21, 2019

- 10. **BE IT RESOLVED**, that the Board of Education approve the Shared Services Agreement with the Shore Regional Board of Education to provide Shared Director of Special Services, at no cost to Shore Regional High School, effective July 1, 2019 through June 30, 2020.
- 11. Move to approve, upon the recommendation of the Superintendent, that Carmela Ferraro be given up to an additional 10 days at her per diem rate for summer work.
- 12. Move to approve, upon the recommendation of the Superintendent, George Stone, as Treasurer of School Monies for the 2019-2020 school year at the annual salary of \$5,663.
- 13. **BE IT RESOLVED**, that the following personnel be appointed for the 2019-2020 school year for the non-stipend responsibilities listed below:

<u>Name</u>	<u>Position</u>
Allyson Winter, Supervisor of C&I	Affirmative Action Officer

- 14. Move to amend, upon the recommendation of the Superintendent, the following Assistant BA/Assistant Board Secretary for the 2019-2020 school year with rate of pay:

Simon, Lorraine	\$80,000
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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 accept, upon the recommendation of the Superintendent, the below policies submitted for second reading:

Revise/Review

3510	Operation and Maintenance of Plant
4111.1/4211.1	Nondiscrimination/Affirmative Action
4113/4213	Assignment; Transfer
6145.1/6145.2	Intramural Competition; Interscholastic Competition

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.

WORKSHOP MEETING MINUTES – MAY 21, 2019

1. Enrollment report for the month of April 2019:

ENROLLMENT DATA	
Pre-Kindergarten	31
Kindergarten	65
1	66
2	41
3	64
4	46
BETTY MCELMON ELEMENTARY TOTAL	313
5	62
6	62
7	65
8	65
FRANK ANTONIDES SCHOOL TOTAL	254
OUT OF DISTRICT STUDENTS	10
DISTRICT ENROLLMENT	577

2. Move to approve, upon the recommendation of Superintendent, the following report of the Fire and Evacuation drills conducted during the month of April 2019:

School:	Betty McElmon Elementary	Frank Antonides School
Date	1. 4/4/2019	1. 4/4/2019
	2. 4/9/2019	2. 4/9/2019
	3. 4/10/2019	3. 4/10/2019
Type of Drill	1. FIRE DRILL	1. FIRE DRILL
	2. ACTIVE SHOOTER/LOCKDOWN DRILL	2. ACTIVE SHOOTER/LOCKDOWN DRILL
	3. BUS EVACUATION DRILL	3. BUS EVACUATION DRILL

3. Move to approve, upon the recommendation of the Superintendent, the following Pupil Attendance Report for the month of April 2019:

<u>STUDENT ATTENDANCE</u>	<u># OF DAYS POSSIBLE</u>	<u># OF DAYS ABSENT</u>	<u>PERCENT ATTENDANCE</u>
Betty McElmon Elementary	4686	188	95.99%
Frank Antonides School	3797	86	97.74%

WORKSHOP MEETING MINUTES – MAY 21, 2019

4. Move to approve, upon the recommendation of the Superintendent, the following Staff Attendance Report for the month of April 2019:

<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	459	43	90.63	21	95.20
FAS	495	54	89.09	30	95.15

5. Move to approve, upon the recommendation of the Superintendent, the following HIB Reports for the month of April 2019:

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

6. **BE IT RESOLVED**, that the Board of Education retroactively authorize the Affirmative Action Team to conduct the needs assessment and develop a comprehensive equity plan for School Years 2019-2020 through 2021-2022.
7. **BE IT RESOLVED**, that the Board of Education approve the submission of the Comprehensive Equity Plan for School Years 2019-2020 through 2021-2022.

DISCUSSION ITEMS:

NJSBA Legislative Delegate/ MCSBA

Lauren Gassman

- Ms. Gassman attended last weekend. She spoke about new officers, NJSBA partnering with Rutgers University, and a resolution considered by the delegate assembly.

Foundation

Meaghan Cavanaugh

PTA

Christine Skellinger

Borough of West Long Branch Liaison

Mary Gassman

Business Administrator/Board Secretary

Corey Lowell

Superintendent Comments

Thomas Farrell

PUBLIC COMMENTS:

None

WORKSHOP MEETING MINUTES – MAY 21, 2019

MOTION TO ADJOURN

Motion offered by Mrs. McLaughlin and seconded by Mrs. Cavanaugh was approved by a roll call vote of 8/0 at 7:49 p.m.

Respectfully Submitted,

**Corey Lowell
School Business Administrator/Board Secretary**