

RESOLUTIONS OF THE WEST LONG BRANCH BOARD OF EDUCATION

Regular Public Meeting – 7:00 p.m.

Betty McElmon Gymnasium

Tuesday, November 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.

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:

Christian Pragosa & Olivia Teslon

ROLL CALL

Mrs. Cavanaugh _____

Mrs. Gassman _____

Mr. Kramer _____

Mr. Pringle _____

Mrs. Scullion _____

Mrs. Skellinger _____

Mrs. Sisk _____

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.

PRESENTATIONS:

- Genius Hour Presentations - Devyn Thomas & Ciera Wilczak
- Musical Performance - Thomas Basile, Yuna Byeon, Alexandra O’Connell, Emma Poulos, Angel Varrela And David Vilacoba
- Recognition of WLB SPARTANS of the Month

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

October 18, 2022 Regular Public Meeting

Offered by: _____ **Seconded by:** _____

ROLL CALL

Mrs. Cavanaugh _____	Mrs. Gassman _____	Mr. Kramer _____
Mr. Pringle _____	Mrs. Scullion _____	Mrs. Skellinger _____
Mrs. Sisk _____	Mrs. Tabakman-Plancher _____	Mr. Waters _____

BUILDINGS AND GROUNDS RESOLUTIONS 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. BE IT RESOLVED that the Board of Education approve the Comprehensive Maintenance Plan form for the 2022-2023 school year.
2. Move to approve, upon the recommendation of the Superintendent, use of the FAS Gym by the WLB Sports Association for Recreation and Mid-Monmouth (Grades K-8) basketball practices and games from January 2, 2023 through March 31, 2023 for the following days and times: (Certificate of Insurance on File).

Monday, Wednesday & Friday	5:30 p.m. to 9:00 p.m.
Tuesday & Thursday	5:30 p.m. to 8:00 p.m.
Saturday	8:00 a.m. to 4:00 p.m.

3. Move to approve, upon the recommendation of the Superintendent, use of the BME Gym by the WLB Sports Association for Recreation (Grades K-2) basketball practices and games from January 2, 2023 through March 31, 2023 for the following days and times: (Certificate of Insurance on File).

Monday - Friday	5:00 p.m. to 7:00 p.m.
Saturday	8:00 a.m. to 4:00 p.m.

- Move to approve, upon the recommendation of the Superintendent, use of the FAS Gym by the WLB Sports Association for Mid-Monmouth (Grades 3-8) basketball practices and games for the month of December from 8:00 a.m. to 4:00 p.m. for the following days: (Certificate of Insurance on File).

Saturday 3rd, 10th & 17th

- Move to approve, upon the recommendation of the Superintendent, use of the District Media Center by the WLB PTA, for a “Holiday Shop”, on From December 2, 2022 through December 9, 2021 from 8:30 a.m. to 3:00 p.m. with additional times listed:

Set-up December 1, 2022 10:30 a.m.

Offered by: _____ **Seconded by:** _____

ROLL CALL

Mrs. Cavanaugh _____ Mrs. Gassman _____ Mr. Kramer _____
 Mr. Pringle _____ Mrs. Scullion _____ Mrs. Skellinger _____
 Mrs. Sisk _____ Mrs. Tabakman-Plancher _____ Mr. Waters _____

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.

- 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(s)	Name	Workshop	Location	All Costs of Program
November 1, 2022, December 13, 2022 February 8, 2023 & April 26, 2023	Lori Skibinski	Gifted & Talented Education Institute	Monroe Township, NJ	\$310.00 (workshop) \$ 0.00 (mileage & tolls) \$310.00 (TOTAL) (account #20-270-200-500-00-050)
December 1-2, 2022 (pm only)	Lauren McKenna	Association of School Counselor Conference	Virtual	\$249.00 (workshop) \$ 0.00 (mileage & tolls) \$249.00 (TOTAL) (account #20-485-200-300-00)
Feb 23-25, 2023	Megan Conrad	NJ Music Educators Association Conference	Atlantic City, NJ	\$360.00 (workshop) \$ 18.71 (mileage & tolls) \$378.71 (TOTAL) (account #20-270-200-500-00-050)

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2. RESOLVED to approve the submission of the projected 2023-2024 full-day Preschool program as follows:

	Age 3	Age 4
In District Preschools:	4	14
In Child Care Providers:	4	6
In Head Start Programs:	0	0

3. Move to approve, upon the recommendation of the Superintendent, the filing of an amendment for the IDEA FY23 Basic Grant as follows:

IDEA Basic FY 2023	\$230,178.00
Carry Over Funds FY 2022	<u>\$ 12,805.00</u> (non-public)
Total:	\$242,983.00 FY23 IDEA Basic

4. Move to approve, upon the recommendation of the Superintendent, the submission of the West Long Branch Three-Year Preschool Program Operational Plan.
5. Move to approve, upon the recommendation of the Superintendent, class trip(s)/academic event(s) as per attached Appendix A.
6. Move to approve, upon the recommendation of the Superintendent, an amendment of the ESSER II Mental Health grant as follows:

<u>AMOUNT</u>	<u>FROM</u>	<u>TO</u>
\$ 8,578.57	200-300	200-100
\$ 6,822.80	200-600	200-100
\$ 1,178.20	200-600	200-200

7. Move to approve, upon the recommendation of the Superintendent, the funding of the following FAS STEAM-based club stipends from the ESSER II STEAM salary account #484-100-100-00-0
- o STEAM Club - \$1705
 - o TECHNOLOGY Club - \$1705
 - o MAKER Club - \$1705

Offered by: _____ **Seconded by:** _____

ROLL CALL

Mrs. Cavanaugh _____	Mrs. Gassman _____	Mr. Kramer _____
Mr. Pringle _____	Mrs. Scullion _____	Mrs. Skellinger _____
Mrs. Sisk _____	Mrs. Tabakman-Plancher _____	Mr. Waters _____

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 October 2022 and November 2022 be approved and

DCRP Fund 10 (Oct)	\$ 653.51
Bills & Claims Fund 10 (Oct)	\$ 8,584.61
Voided Check # 10872-11136 (printer issues)	
Voided Check #10863 (Replacement Check #11230)	\$ 94,702.00
Bills & Claims Fund 10 (Nov)	\$502,840.30
Bills & Claims Fund 20 (Nov)	\$176,760.62

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 following financial reports be approved:
 - Report of the Board Secretary /Treasurer Dated:
 - October 31, 2022
 - That the listed budget transfer(s) be authorized in accordance with N.J.S.A. 18A:22-8.1:
 - October 2022 (attached)
 - Monthly Budgetary Line Item Status Certification:

The Board Secretary 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.

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 Business Administrator be authorized to process invoices for December with Board ratification at the January meeting.

- 4. BE IT RESOLVED that the Board approve the tentative budget calendar for the 2023-2024 school year.
- 5. WHEREAS, the law firm of Hill Wallack LLP, 21 Roszel Road, Princeton, NJ 08540 is hereby appointed as Special Legal Counsel for the West Long Branch Board of Education to represent the Board in a pending workplace complaint.

RESOLVED, Hill Wallack LLP, is hereby authorized and designated to serve as Special Legal Counsel for the West Long Branch Board of Education as aforementioned at the hourly rate of \$225 for attorneys, and \$125 for paralegals. In addition, the Board of Education will be responsible for all necessary costs and disbursements paid or incurred in rendering these legal services.

- 6. RESOLVED that the Board of Education authorize the Business Administrator/Board Secretary to close the petty cash checking account as of November 22, 2022.
- 7. Move to amend, upon the recommendation of the Superintendent, the agreement with the Shore Regional High School District to transport non-remote resident students of West Long Branch who attend the Betty McElmon Elementary School Pre-Kindergarten program for the 2022-2023 school year from an annual cost of \$24,000 to \$2,400 for the month of September only.
- 8. BE IT RESOLVED, that the Board of Education approve Tender Touch Occupational Therapy, P.A., be awarded a professional services contract to provide occupational therapy services on an as-needed basis to the West Long Branch School District for the 2022-2023 school year.

Offered by: _____ **Seconded by:** _____

ROLL CALL

Mrs. Cavanaugh _____	Mrs. Gassman _____	Mr. Kramer _____
Mr. Pringle _____	Mrs. Scullion _____	Mrs. Skellinger _____
Mrs. Sisk _____	Mrs. Tabakman-Plancher _____	Mr. Waters _____

PERSONNEL RESOLUTIONS 1-10

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 extend, upon the recommendation of the Superintendent, the unpaid leave of absence for employee #4478 for the period from November 7, 2022 through on or about November 29, 2022, in accordance with the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq. 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.

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2. Move to amend, upon the recommendation of the Superintendent, the employment of the following employees for Co-Curricular Activity Compensation for the 2022-2023 school year:

Boys' Basketball	Megan Turner	\$3,855.00
Girls' Basketball	Al Roma	\$3,855.00
Sports Monitor	Kathleen Beyers	\$32.00 per event
Substitute Sports Monitor	Edwing Gomez	\$32.00 per event

3. Move to approve, upon the recommendation of the Superintendent, the following substitute clerk at an hourly rate of \$14.50 and substitute lunch aide at a per diem rate of \$29.25 for the 2022-2023 school year as follows pending review of Criminal History and other applicable documents:

Cynthia D'Onofrio

4. BE IT RESOLVED, that the following personnel be appointed for the 2022-2023 school year for the non-stipend responsibilities listed below:

<u>Name</u>	<u>Position</u>
James Erhardt, Principal BME	School Safety Specialist
James Erhardt, Principal BME	Liaison to Law Enforcement

5. Move to approve, upon the recommendation of the Superintendent, Rob Cavanaugh, as a volunteer coach for the boys' 2022-23 basketball team, pending review of Criminal History and other applicable documents
6. Move to retroactively accept, upon the recommendation of the Superintendent, the resignation of Mr. John Kondreck, Part-Time District Technology Assistant, effective November 9, 2022, with regrets.
7. Move to approve, upon the recommendation of the Superintendent, the following Substitute Security Monitor(s) for the 2022-2023 school year at a per diem rate of \$101.00 as follows:

David Phillips

8. Move to amend, upon the recommendation of the Superintendent, the paid leave of absence for Employee #8001442 from November 7, 2022 through January 6, 2023 using 35 sick days, with health benefits, and an anticipated return date of January 9, 2023.
9. Move to approve, upon the recommendation of the Superintendent, the employment of Frank Juliano, as Part-Time District Technology Assistant, with a start date on or around November 28, 2022 through June 30, 2023 at the rate of \$18.50 an hour, no health benefits. Not to exceed 25 hours per week, pending review of Criminal History and other applicable documents.

- 10. Move to approve, upon the recommendation of the Superintendent, the employment of Suzanne Carter, as a Full-Time Aide, from November 28, 2022 through June 22, 2023 at the salary of \$20,600, pro-rated, pending review of Criminal History and other applicable documents.

Offered by: _____ **Seconded by:** _____

ROLL CALL

Mrs. Cavanaugh _____	Mrs. Gassman _____	Mr. Kramer _____
Mr. Pringle _____	Mrs. Scullion _____	Mrs. Skellinger _____
Mrs. Sisk _____	Mrs. Tabakman-Plancher _____	Mr. Waters _____

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 accept, upon the recommendation of the Superintendent, the below Bylaws submitted for second reading:

Revised

0000 Series Bylaws of the West Long Branch Board of Education

- 2. BE IT RESOLVED, that the West Long Branch Board of Education give the Superintendent authority to hire essential personnel, retroactively, until January 3, 2023.

Offered by: _____ **Seconded by:** _____

ROLL CALL

Mrs. Cavanaugh _____	Mrs. Gassman _____	Mr. Kramer _____
Mr. Pringle _____	Mrs. Scullion _____	Mrs. Skellinger _____
Mrs. Sisk _____	Mrs. Tabakman-Plancher _____	Mr. Waters _____

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 October 2022:

<i>ENROLLMENT DATA</i>	
Pre-Kindergarten	26
Kindergarten	56
1	66
2	59
3	57
4	63
BETTY MCELMON ELEMENTARY TOTAL	327
5	60
6	43
7	67
8	48
FRANK ANTONIDES SCHOOL TOTAL	218
OUT OF DISTRICT STUDENTS	7
DISTRICT ENROLLMENT	552

2. Move to approve, upon the recommendation of the Superintendent, the following report of the Fire and Evacuation drills conducted during the month of October 2022:

School:	Betty McElmon Elementary	Frank Antonides School
Date	1. 12th 1:35 - 1:40 PM	1. 12th 1:35 - 1:40 PM
	2. 17th 10:03 - 10:07 AM	2. 17th 10:03 - 10:07AM
	3. 20th 9:45 - 10:30 AM	N/A
	4. 26th 9:00 - 9:45 AM	4. 26th 8:30 - 9:00 AM
Type of Drill	1. FIRE DRILL	1. FIRE DRILL
	2. SECURITY DRILL - LOCK DOWN	2. SECURITY DRILL - LOCK DOWN
	3. FIRE SAFETY VISIT/DEMONSTRATION	3. FIRE SAFETY VISIT/DEMONSTRATION
	4. BUS EVACUATION DRILL	4. BUS EVACUATION DRILL

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

<u>STUDENT ATTENDANCE</u>	<u># OF DAYS POSSIBLE</u>	<u># OF DAYS ABSENT</u>	<u>PERCENT ATTENDANCE</u>
Betty McElmon Elementary	6135	335.5	94.53%
Frank Antonides School	4119	140	96.60%

4. Move to approve, upon the recommendation of the Superintendent, the following Staff Attendance Report for the month of October 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	640	47	92.65	0	92.65
FAS	646	41.5	93.57	19	96.51

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	1	0	1 (235123_BME_09282022)
Frank Antonides School	3	2 (235041_FAS_09272022) (235274_FAS_09302022)	1 (235116_FAS_09282022)
TOTALS	4	2	2

6. Move to approve, upon the recommendation of the Superintendent, the Health and Safety Evaluation of School Buildings Checklist SOA 2022-2023.
7. Move to approve, upon the recommendation of the Superintendent, the submission of the School Safety and Security Plan Statement of Assurance for 2022-2023.

Offered by: _____ **Seconded by:** _____

ROLL CALL

Mrs. Cavanaugh _____ Mrs. Gassman _____ Mr. Kramer _____
 Mr. Pringle _____ Mrs. Scullion _____ Mrs. Skellinger _____
 Mrs. Sisk _____ Mrs. Tabakman-Plancher _____ Mr. Waters _____

DISCUSSION ITEMS:

NJSBA Legislative Delegate/ MCSBA **Mary Gassman**

Foundation **Meaghan Cavanaugh**

PTA **Christine Skellinger**

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 & School Security**

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: ()