

WORKSHOP MEETING MINUTES – OCTOBER 9, 2018

RESOLUTIONS OF THE WEST LONG BRANCH BOARD OF EDUCATION
Workshop Meeting – Media Center 6:00 p.m.
Tuesday, October 9, 2018

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. Hegglin 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."

The Pledge of Allegiance was led by Mrs. Hegglin

The Following Members of the Board of Education were Present

Mrs. Cavanaugh	Ms. Gassman	Mrs. Hegglin
Mr. Kramer (entered at 6:03)	Mrs. Skellinger	Mr. Waters

The Following Members of the Board of Education were Absent

Dr. Christopher	Mrs. Cistaro	Mrs. McLaughlin
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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.

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PRESENTATIONS:

- Dr. Michael Fiorillo (FAS Principal) – EVVRS/SSDS, security & bus evacuations (Workshop Meeting)
- Mr. James Erhardt (BME Principal): (Regular Public Meeting)
2017-2018 PARCC Perfect Score Recognition
 - Mathematics & ELA (4th Grade): **Shawn Ribeiro**
 - ELA (4th Grade): **Katherine Bray, Meghan Chewing, and Annika Simonson**
- Dr. Jeanette Baubles (Regional Director of Curriculum & Instruction), and Administration Team – Standardized Testing Results (Regular Public Meeting)

PUBLIC COMMENTS:

None

APPROVAL OF MINUTES

September 11, 2018 Workshop Meeting
September 26, 2018 Regular Public Meeting
September 26, 2018 Closed Executive Session Minutes

BUILDING 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. Move to approve, upon the recommendation of the Superintendent, use of the West Long Branch School's Media Center by the WLB PTA, for the Fall Scholastic Book Fair, October 29, 2018 through November 2, 2018 from 8:00 am to 3:30 pm and additional times for the following date:

October 26th 3:00 pm – 5:00 pm Set-Up

2. Move to approve, upon the recommendation of the Superintendent, use of a BME Classroom TBD by the Girl Scout Daisy Troop #60207, Troop Leader Meghan Pringle, Thursdays from 3:05 p.m. to 4:30 p.m. for the following dates: (Certificate of Insurance on File).

October 18, 2018	March 7, 2019
November 1, 2018	April 4, 2019
December 6, 2018	May 2, 2019
January 3, 2019	June 6, 2019
February 7, 2019	

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3. Move to approve, upon the recommendation of the Superintendent, use of the West Long Branch’s district cafeteria by the WLB PTA, for a Halloween dance, October 26, 2018 from 7:00 pm to 9:00 pm, with a set-up time of 5:30 pm.
4. Move to approve, upon the recommendation of the Superintendent, use of the Ferris Antoon Gym by the WLB Sports Association for the WLBSA Annual Thanksgiving Basketball Tournament 2018 on November 17, & November 18, 2018 and November 23 through November 25, 2018 from 7 a.m. to 10 p.m. and November 16 after 3:00 p.m. & November 21, 2018 after 12:20 p.m. as needed for set-up.
5. Move to approve, upon the recommendation of the Superintendent, use of a BME Classroom TBD by the Girl Scout Daisy Troop #60211, Troop Leader Josie Swanson, Mondays from 3:05 p.m. to 4:30 p.m. for the following dates: (Certificate of Insurance on File).

October 29, 2018	March 11, & 25, 2019
November 12, & 26, 2018	April 15, 2019
December 10, & 17, 2018	May 13, & 20, 2019
January 14, & 28, 2019	June 10, 2019
February 11, 2019	

CURRICULUM AND INSTRUCTION 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 following class trips/academic events:

October 24, 2018
Historic Village at Allaire
Grade 4 (Approximately 45 total students)
Mrs. Curran, Miss Lopez, Mrs. Nissley, Mrs. Petersen, Miss Sperling, & Mrs. Wolfson
Approximate cost to the Board - \$965

October 26, 2018
Happy Day Farm
Grade 2 (Approximately 41 total students)
Mrs. Beck, Mrs. Jannarone, Ms. LoPresti, Mrs. Gardner, & Mrs. Hartman
Approximate cost to the Board - \$613.50

November 13, 2018/March 2019 (exact date TBD)
Lincoln Center, NY/Nuyorican Poets Café, NY
Grade 8 A.T. (Approximately 20 students)
Mr. Straley
Approximate cost to the Board - \$3,000
(part of consortium)

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November 27, 2018
 New Brunswick State Theatre
 Grade 7 (Approximately 68 students)
 Mr. Doherty, Mrs. Sandoz, Mrs. Sinkhorn, Mrs. Siwiec, Mr. Castagno, Mr. Judd, &
 Mrs. Tvrdik
 Approximate cost to the Board - \$1,196
 (account # 11-190-100-800-00-050)

November 28, 2018/December 4, 2018
 Middletown Arts Center/Buehler Challenger and Science Center
 Grade 6 A.T. (Approximately 7 students)
 Mr. Straley
 Approximate cost to the Board - \$1,050
 (part of consortium)

January 24, 2019/January 25, 2019
 Middletown Arts Center/Newark Museum
 Grade 5 A.T. (Approximately 7 students)
 Mr. Straley
 Approximate cost to the Board - \$1,050
 (part of consortium)

March 20, 2019/March 21, 2019
 Middletown Arts Center/ Middletown Arts Center
 Grade7 A.T. (Approximately 8 students)
 Mr. Straley
 Approximate cost to the Board - \$1,200
 (part of consortium)

May 28, 2019
 Manasquan Reservoir
 Grade 4 (Approximately 45 students)
 Mrs. Curran, Miss Lopez, Mrs. Nissley, Mrs. Petersen, Miss Sperling, & Mrs. Wolfson
 Approximate cost to the Board - \$728.75

2. Move to approve, upon the recommendation of the Superintendent, the attendance at the workshops listed below with associated program costs for the employees referenced below:

Date	Name	Workshop	Location	All Costs of Program
December 3, & 4, 2018	Angel Somers	Annual NJASL Conference	Long Branch, NJ	\$175.00 (workshop) (\$87.50 – Acct #20-270-200-500-00-050) (\$87.50 – Acct #20-270-200-500-00-080)
March 11-13, 2019	Michael Fiorillo	Handle with Care Trainer Certification	Clementon, NJ	\$1,250.00(workshop) <u>\$ 139.68(travel)</u> \$1,389.68(total) (Acct #11-000-223-580-01-050)

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3. Move to approve, upon the recommendation of the Superintendent, for the following staff to plan and implement a Second grade Family Literacy Night program scheduled for December 13, 2018 for students and parents at the rate of \$48.00 per hour for two (2) hours per teacher, for a total of \$288.00 (account #11-000-221-104-05-080):

Alyssa Lopresti
Maureen Beck
Christina Jananrone

FINANCE 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. **BE IT RESOLVED**, that the Bills and Claims List for September 2018 be approved and

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

2. **WHEREAS**, the Department of Education requires New Jersey School Districts to submit a Three (3) Year Comprehensive Maintenance Plan and M-1 form documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities, as listed in the attached document for the various school facilities of the West Long Branch School District, are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep the school facilities open and safe for use or in their original condition and to keep their system warranties valid.

NOW THEREFORE, BE IT RESOLVED, that the West Long Branch Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M-1 form for the West Long Branch School District in compliance with Department of Education requirements.

3. **BE IT RESOLVED** that the West Long Branch Board of Education authorize Settembrino Architects of Red Bank, NJ to update the Long Range Facility Plan at a cost not to exceed \$1,950.

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PERSONNEL RESOLUTIONS 1-4

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 a leave of absence for Christina Andreasi, Art Teacher (employee #4231), for the period on or about December 21, 2018 through June 3, 2019 in accordance with Article XII, Paragraphs E and F, of the collective negotiations agreement between the Board and the West Long Branch Education Association. Employee #4231 unpaid leave shall commence on February 19, 2019 following the date employee #4231 has exhausted 29 paid sick leave days, 2 personal days, and 2 family sick days.
2. Move to accept, upon the recommendation of the Superintendent, the resignation of Julie Lang, BME Teacher, effective November 2, 2018, or sooner, with regrets.
3. Move to approve, upon the recommendation of the Superintendent, the employment of Mrs. Olivia Colabelli, as a BME Kindergarten Teacher, effective November 5, 2018 or sooner, through June 30, 2019 at the salary of \$53,960 (pro-rated) BA Step E, pending review of Criminal History and other applicable documents. Mrs. Colabelli possesses a Standard NJ Certificate as an Elementary School Teacher.
4. **BE IT RESOLVED**, that the Board hereby designates the following deferred compensation plan provider with respect to the Internal Revenue Code Section 403 (b) Plan for employees:

National Life Group/LSW

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 September 2018:

<i>ENROLLMENT DATA</i>	
Pre-Kindergarten	27
Kindergarten	66
1	67
2	41
3	64
4	45
BETTY MCELMON ELEMENTARY TOTAL	310

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5	62
6	62
7	65
8	65
FRANK ANTONIDES SCHOOL TOTAL	254
OUT OF DISTRICT STUDENTS	7
DISTRICT ENROLLMENT	571

2. Move to approve, upon the recommendation of Superintendent, the following report of the Fire and Evacuation drills conducted during the month of September 2018:

School:	Betty McElmon Elementary	Frank Antonides School
Month:	September 2018	September 2018
Date/Time	1. 12 TH @ 1:18 PM – 1:21 PM	1. 12 TH @ 1:18 PM – 1:21 PM
	2. 17 TH @ 10:01 AM – 10:07 AM	2. 17 TH @ 10:01 AM – 10:07 AM
	3. 27 TH @ 9:20 AM – 10:00 AM	3. 27 TH @ 8:30 AM – 9:10 AM
Type of Drill	1. FIRE DRILL	1. FIRE DRILL
	2. EVACUATION DRILL – NON-FIRE	2. EVACUATION DRILL – NON-FIRE
	3. BUS EVACUATION DRILL	3. BUS EVACUATION DRILL
Duration of Drill	1. 3 MINUTES 10 SECONDS	1. 3 MINUTES 10 SECONDS
	2. 6 MINUTES 30 SECONDS	2. 6 MINUTES 30 SECONDS
	3. 40 MINUTES	3. 40 MINUTES
Weather Conditions	1. WARM & HUMID	1. WARM & HUMID
	2. CLOUDY & HUMID	2. CLOUDY & HUMID
	3. SUNNY & COOL	3. SUNNY & COOL
Participants of Drill	1. Students of Grades Preschool through Grade 4, Teachers and Staff.	1. Students of Grades 5 through 8, Teachers & Staff.
	2. Students of Grades Preschool through Grade 4, Teachers and Staff.	2. Students of Grades 5 through 8, Teachers & Staff.
	3. Students of Grades Kindergarten through Grade 4.	3. Students of Grades 5 through 8.
Brief Description of What Was Drilled	1. <u>Fire Drill</u> . The pull station in the BME Office was used for both schools. All students and staff exited through the fire drill exits.	1. <u>Fire Drill</u> . The pull station in the BME Office was used for both schools. All students and staff exited through the fire drill exits.
	2. <u>Evacuation Drill – Non-Fire</u> As directed by Mike Furlong and Mr. Erhardt, all BME students were	2. <u>Evacuation Drill – Non-Fire</u> As directed by Mike Furlong and Mr. Erhardt, all FAS students were

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	evacuated to the rear fields. Members of the WLB Police department participated in the drill, and de-briefed with Mr. Furlong, Mr. Erhardt, Dr. Fiorillo and Mr. Bernacchi, (FAS Security), after the drill.	evacuated to the rear fields. Members of the WLB Police department participated in the drill, and de-briefed with Mr. Furlong, Mr. Erhardt, Dr. Fiorillo and Mr. Bernacchi, (FAS Security), after the drill.
	3. <u>BME Bus Evacuation Drill</u> BME students were drilled in the correct safety procedures necessary to evacuate the bus in an emergency situation, utilizing Mr. Bernacchi (FAS Security), Mr. Straley and Mr. Erhardt to supervise their exit at the rear entrance of the school bus.	3. <u>FAS Bus Evacuation Drill</u> FAS students were drilled in the correct safety procedures necessary to evacuate the bus in an emergency situation, utilizing Mr. Bernacchi (FAS Security), James Straley, and Dr. Fiorillo to supervise their exit at the rear entrance of the school bus.

3. Move to approve, upon the recommendation of the Superintendent, the following Pupil Attendance Report for the month of September 2018:

<u>STUDENT ATTENDANCE</u>	<u># OF DAYS POSSIBLE</u>	<u># OF DAYS ABSENT</u>	<u>PERCENT ATTENDANCE</u>
Betty McElmon Elementary	4615	116.5	97.48%
Frank Antonides School	3797	22	97.68%

4. Move to approve, upon the recommendation of the Superintendent, the following Staff Attendance Report for the month of September 2018:

<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	535	15	97.20	0	97.20
FAS	561	43.5	92.25	34	98.31

5. Move to approve, upon the recommendation of the Superintendent, the following HIB Reports for the month of September 2018:

	<u>Reported Incidents</u>	<u>Confirmed Incidents</u>	<u>Unconfirmed Incidents</u>
Betty McElmon Elementary	1	0	1
Frank Antonides School	1	1	0
TOTALS	2	1	1

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6. **BE IT RESOLVED**, that the Board of Education approve the submission of the district’s QSAC Statement of Assurance (SOA) and District Performance Review (DPR) for the 2018-2019 school year.

7. Move to accept, upon the recommendation of the Superintendent, the School Safety and Security Plan Review Statement of Assurance 2018-2018 pursuant to N.J.A.C. 6A:16-5.1.

DISCUSSION ITEMS:

NJSBA Legislative Delegate/ MCSBA	Lauren Gassman
Foundation	Meaghan Cavanaugh
PTA	Christine Skellinger
Business Administrator/ Board Secretary	Corey Lowell
Superintendent Comments	Thomas Farrell

PUBLIC COMMENTS: None

MOTION TO ADJOURN

Motion offered by Mrs. Skellinger and seconded by Mr. Kramer was approved by a roll call vote of 6/0 at 7:21 p.m.

Respectfully Submitted,

Corey Lowell
School Business Administrator/Board Secretary

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