

RESOLUTIONS OF THE WEST LONG BRANCH BOARD OF EDUCATION
Regular Public Meeting – Virtual Platform 7:00 p.m.
Tuesday, May 26, 2020

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:

Luke Cistaro & Teagan Waters

ROLL CALL

Mrs. Angelo _____	Mrs. Cavanaugh _____	Mrs. Gassman _____
Mr. Kramer _____	Mr. Pringle _____	Mr. Riley _____
Mrs. Scullion _____	Mrs. Skellinger _____	Mr. Waters _____

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.

PRESENTATIONS:

- February Students of the Month Presentation

BME:

Pre-K – Jordan Shanley
Kindergarten – Arthur Lima
1st Grade – Michael Silva
2nd Grade – Devyn Thomas
3rd Grade – Lila McQuade
4th Grade – Luke Banach

FAS:

5th Grade – Morgan Wickliffe
6th Grade – Julia Pereira
7th Grade – Samantha Klein
8th Grade – Karmella Aria

- April Students of the Month Presentation

BME:

Pre-K – Isaac Larsen
Kindergarten – Anna Summonte
1st Grade – Olivia Townsend
2nd Grade – Lily Parks
3rd Grade – Emily Silva
4th Grade – Madison Skellinger

FAS:

5th Grade – Gerard Ercolino
6th Grade – Steven Ferrante
7th Grade – Emily Souza
8th Grade – Noelia DeOliveira

- **2019 – 2020 Teachers of the Year:**

BME: Mrs. Nicole Curran

FAS: Mrs. Christina Hess

Educational Services Professionals of the Year:

BME: Mrs. Josephine Santiago

FAS: Mrs. Jeana Wolfson

- Curriculum & Instruction Update – Dr. Baubles (Regional Director of C&I) and Mrs. Winter (Acting Principal/Supervisor of C&I)

PUBLIC COMMENTS:

Anyone wishing to address the Board regarding items that are on the agenda, 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

April 28, 2020 Special Meeting
April 28, 2020 Executive Meeting
April 28, 2020 Regular Public Meeting

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

ROLL CALL

Mrs. Angelo _____ Mrs. Cavanaugh _____ Mrs. Gassman _____
Mr. Kramer _____ Mr. Pringle _____ Mr. Riley _____
Mrs. Scullion _____ Mrs. Skellinger _____ Mr. Waters _____

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 the adoption of Charlotte Danielson: The Framework for Teaching teacher and staff evaluation model for the 2020-2021 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.
2. Move to approve the adoption of the Stronge Leader Effectiveness Performance System for the 2020-2021 school year, in partial fulfillment of the New Jersey Department of Education's Excellent Educators for New Jersey (EE4NJ) administrator evaluation system requirements.
3. Move to approve, upon the recommendation of the Superintendent, the 2020 BME & FAS Summer Reading Lists, Grades K-8.

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

ROLL CALL

Mrs. Angelo _____ Mrs. Cavanaugh _____ Mrs. Gassman _____
Mr. Kramer _____ Mr. Pringle _____ Mr. Riley _____
Mrs. Scullion _____ Mrs. Skellinger _____ Mr. Waters _____

FINANCE RESOLUTIONS 1-9

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 2020 and May 2020 be approved and

Bills & Claims Fund 10 & DCRP (April)	\$ 2,607.58
Bills & Claims Fund 10 (May)	\$358,933.00
Bills & Claims Fund 20 (May)	\$ 31,236.62

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:
 - March 31, 2020
 - April 30, 2020
- That the listed budget transfer(s) be authorized in accordance with N.J.S.A. 18A:22-8.1:

March (attached)
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:23A16.10(c)(3), as of March 31, 2020, & April 30, 2020, 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. The West Long Branch Board of Education authorizes Settembrino Architects to submit the following capital improvement project to the New Jersey Department of Education for review and approval:

SCHOOL	NJ DOE PROJECT NUMBER	PROJECTS
Frank Antonides School	5640-050-20-1000	<ul style="list-style-type: none"> Partial Roof Replacement

This is an other capital project. The district is not seeking any state funding for this project.

4. **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 School District at a cost of \$17,100 for the 2019-2020 school year.
5. Move to approve, upon the recommendation of the Superintendent, the agreement between the West Long Branch Board of Education and the Homecare Therapies, LLC dba Horizon Healthcare Staffing with regard to substitute nurses for the 2020-2021 school year.
6. **RESOLVED** that the West Long Branch Board of Education approve the following monthly plan rates for the period July 1, 2020 to June 30, 2021.

	Horizon Traditional	
Coverage Status	7/1/19-6/30/20	7/1/20-6/30/21
Single	\$1,247.50	\$1,334.83
2 Adults	\$2,720.97	\$2,911.44
Family	\$3,180.49	\$3,403.12
Parent/Child(ren)	\$1,820.20	\$1,947.61
	Horizon POS	
	7/1/19-6/30/20	7/1/20-6/30/21
Single	\$977.20	\$1,045.60
2 Adults	\$2,131.24	\$2,280.43
Family	\$2,491.20	\$2,665.58
Parent/Child(ren)	\$1,425.67	\$1,525.47
	Horizon Omnia	
	7/1/19-6/30/20	7/1/20-6/30/21
Single	\$777.77	\$832.21
2 Adults	\$1,696.42	\$1,815.17
Family	\$1,982.91	\$2,121.71
Parent/Child(ren)	\$1,134.83	\$1,214.27
	Horizon Rx Plan	
	7/1/19-6/30/20	7/1/20-6/30/21
Single	\$340.54	\$364.38
2 Adults	\$581.31	\$622.00
Family	\$784.79	\$839.73
Parent/Child(ren)	\$422.65	\$452.24

7. **BE IT RESOLVED**, that the Board of Education approve the 2020-2023 MOESC Non-Public Technology Services agreement.
8. **BE IT RESOLVED**, that the Board of Education approve the 2020-2023 MOESC Non-Public Textbook Purchasing Services agreement.
9. **BE IT RESOLVED**, that the Board of Education approve the 2020-2023 MOESC Non-Public Security Aid Programs agreement.

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

ROLL CALL

Mrs. Angelo _____ Mrs. Cavanaugh _____ Mrs. Gassman _____
 Mr. Kramer _____ Mr. Pringle _____ Mr. Riley _____
 Mrs. Scullion _____ Mrs. Skellinger _____ Mr. Waters _____

PERSONNEL RESOLUTIONS 1-20

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 certificated staff for the 2020-2021 school year for the following tenured employees at the salaries listed (*salary to be determined pending completion of negotiations between the West Long Branch School District Board of Education and the West Long Branch Education Association)(** also includes longevity):

Andreasi, Christina	BA	H	\$60,905*
Beck, Maureen	MA+	L	\$77,460*
Beyers, Kathleen	BA	I	\$63,505*
Bocco, Jodi	MA	OG	\$82,145**
Cagliostro, Monika	MA	K	\$72,260*
Carasia, Julie	MA	L	\$75,460*
Caruso, Amy	BA	L	\$73,260*
Castagno, Louis II	BA	K	\$69,760*
Cauterucci, Molly	MA	L	\$75,460*
Clymer, Justin	MA	F	\$58,885*
Curran, Nicole	MA	K	\$72,260*
Dalia, Erica	MA	L	\$75,460*
Doherty, John	BA	L	\$74,260**
Donohue, Colleen	MA	D	\$55,820*
Engelken, Lori	MA	L	\$76,460**
Faccone, Alexandra	BA	L	\$74,460**
Gilbert, Roger	MA+	OG	\$104,631**
Girona, Tracy	BA	OG	\$75,270**

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Heslin, Kathleen	MA	L	\$76,460**
Hess, Christina	MA	L	\$75,460*
Jannarone, Christina	BA	L	\$73,260*
LoPresti, Alyssa	MA	F	\$58,885*
Maiorella, Joan	MA	L	\$76,660**
Mazzella, Amanda	MA	D	\$55,820*
McNicholas, Kristine	BA	L	\$74,460**
Petersen, Maureen	BA	I	\$63,505*
Petrone, Louis	BA	L	\$74,260**
Robbins, Lanai	BA	I	\$63,505*
Salvati, Alexandra	BA	F	\$56,305*
Sandoz, Karen	MA	L	\$76,660**
Schleichert, Maria	MA+	K	\$74,260*
Serrano-Cammarano, Piedad	BA	L	\$74,460**
Shine, Kelly	MA	D	\$55,820*
Siino-Murphy, Melissa	MA+	G	\$64,805*
Sinkhorn, Kristy	MA+	I	\$68,305*
Siwec, Jodi	MA	L	\$75,460*
Smith, Stacie	BA	H	\$60,905*
Somers, D. Angel	MA+	L	\$78,460**
Steel, Megan	MA+	L	\$78,460**
Straley, James	MA	K	\$72,260*
Tvrdik, Felicia	MA	F	\$58,885*
Weiner, Heather	BA	G	\$58,505*
Whitehead, Maria	BA	L	\$74,260**
Yonezuka, Denise	BA	F	\$56,305*

2. Move to approve, upon the recommendation of the Superintendent, the certificated staff for the 2020-2021 school year for the following non-tenured employees as listed (*salary to be determined pending completion of negotiations between the West Long Branch School District Board of Education and the West Long Branch Education Association):

Scott, Shannon	Tenure Date 12/13/2020	BA+	E	\$55,605*
Ricker, Megan	Tenure Date 9/1/2021	BA+	J	\$68,005*
Turner, Meghan	Tenure Date 9/1/2021	BA	D	\$52,005*
Nissley, Leigh	Tenure Date 9/1/2021	BA	D	\$52,005*
Sperling, Michelle	Tenure Date 1/3/2022	MA	C	\$55,605*
Williams, Stacy	Tenure Date 1/3/2022	BA	D	\$52,005*
Judd, Gregory	Tenure Date 2/7/2022	BA	C	\$51,105*
Gulya, Andrew	Tenure Date 2/13/2022	BA	C	\$51,105*
Healy, Shannon	Tenure Date 9/2/2022	MA	B	\$55,105*
Wilson, Ellen	Tenure Date 9/2/2022	MA+	C	\$57,605*
Baniowski, Christine	Tenure Date 10/2/2022	BA	B	\$50,605*
Conrad, Megan	Tenure Date 10/2/2022	BA	C	\$25,552.50*
Colabelli, Olivia	Tenure Date 12/12/2022	BA	F	\$56,305*
Printon, Nicole	Tenure Date 1/31/2023	BA	B	\$50,605*

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Cohen, Abigail	Tenure Date 9/2/2023	MA	A	\$54,495*
Illiano, Juliana	Tenure Date 9/2/2023	BA	A	\$49,995*
Tarpey, Jack	Tenure Date 9/02/2023	MA	B	\$55,105*
Seward, Samantha	Tenure Date 2/21/2024	MA	F	\$58,885*

3. Move to approve, upon the recommendation of the Superintendent, non-certificated staff for the 2020-2021 school year for the following tenured employees as listed (*salary to be determined pending completion of negotiations between the West Long Branch School District Board of Education and the West Long Branch Education Association)(** also includes longevity):

Campanella, Kathryn	CST Secretary	J	\$43,873*
Fitzpatrick, Lovonne	Accounts Payable Clerk	J	\$54,948**
Tallarico, Caroline	School Secretary (Frank Antonides)	J	\$51,650**
Aschettino, Dana	Part-time Office Assistant (75%)	C	\$20,766.75*
Barham, Paulette	Part-time Office Assistant (75%)	C	\$20,766.75*

4. Move to approve, upon the recommendation of the Superintendent, non-certificated staff for the 2020-2021 school year for the following non-tenured employee as listed (*salary to be determined pending completion of negotiations between the West Long Branch School District Board of Education and the West Long Branch Education Association):

Gardner, Sandra	School Secretary (Betty McElmon)	E	\$35,268*
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5. Move to approve, upon the recommendation of the Superintendent, the following District Information Technology Coordinator for the 2020-2021 school year with rate of pay (*salary to be determined pending completion of negotiations between the West Long Branch School District Board of Education and the West Long Branch Education Association):

Marvel, Scott	\$90,500*
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6. Move to approve, upon the recommendation of the Superintendent, the following Data Entry personnel for the 2020-2021 school year with rate of pay (*salary to be determined pending completion of negotiations between the West Long Branch School District Board of Education and the West Long Branch Education Association):

Ferraro, Carmela	\$38,400*
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7. Move to approve, upon the recommendation of the Superintendent, the following Confidential Administrative Assistant for the 2020-2021 school year with rate of pay (*salary to be determined pending completion of negotiations between the West Long Branch School District Board of Education and the West Long Branch Education Association):

Grimm, Susan	Admin. Asst. to Superintendent and Business Administrator	\$52,990*
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8. Move to approve, upon the recommendation of the Superintendent, the following Assistant BA/Assistant Board Secretary for the 2020-2021 school year with rate of pay (*salary to be determined pending completion of negotiations between the West Long Branch School District Board of Education and the West Long Branch Education Association):

Simon, Lorraine	\$80,000*
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9. Move to approve, upon the recommendation of the Superintendent, salaries for the 2020-2021 school year for the following tenured, certified administrators as listed (*salary to be determined pending completion of negotiations between the West Long Branch School District Board of Education and the West Long Branch Administrator’s Association) (** also includes longevity):

Erhardt, James	Principal – Betty McElmon Elementary School	\$135,688**
Yacona, Lolita	Director of Special Services	\$161,156**

10. Move to approve, upon the recommendation of the Superintendent, the employment of Mrs. Allyson Winter as Frank Antonides School Principal, from July 1, 2020 through June 30, 2021 at the salary of \$110,000 Step B. Mrs. Winter possesses a Standard Certificate as a Supervisor, & Elementary School Teacher and a Certificate of Eligibility as a Principal.
11. Move to approve, upon the recommendation of the Superintendent, the employment of Mrs. Frances Farnung, as School Nurse, from September 1, 2020 through June 30, 2021 at the salary of \$60,905, BA Step H, pending review of Criminal History and other applicable documents. Mrs. Farnung possesses a Standard School Nurse Certificate and a License as a Registered Professional Nurse.
12. **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 \$81,400 effective July 1, 2020 through June 30, 2021.

13. **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 the West Long Branch School District of \$37,500 effective September 1, 2020 through June 30, 2021.
14. **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 the West Long Branch School District of \$24,500 effective July 1, 2020 through June 30, 2021.
15. **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 the West Long Branch School District of \$17,500 effective July 1, 2020 through June 30, 2021.
16. **BE IT RESOLVED**, that the Board of Education approve the Shared Service Agreement with the Shore Regional Board of Education to provide Assistant Business Administrator/Assistant Board Secretary services at a cost to Shore Regional High School of \$41,000 effective July 1, 2020 through June 30, 2021.
17. **BE IT RESOLVED**, that the Board of Education approve the Shared Service Agreement with the Shore Regional Board of Education to provide School Social Worker services at a cost to Shore Regional High School of \$31,348 effective July 1, 2020 through June 30, 2021.
18. 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.
19. Move to approve, upon the recommendation of the Superintendent, George Stone, as Treasurer of School Monies for the 2020-2021 school year at the annual salary of \$5,663.
20. **BE IT RESOLVED**, that the following personnel be appointed for the 2020-2021 school year for the non-stipend responsibilities listed below:

<u>Name</u>	<u>Position</u>
Allyson Winter, Principal FAS	Affirmative Action Officer

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

Revise/Review

4111.1/4211.1	Nondiscrimination/Affirmative Action
4111.1/4211.1	Support for Breastfeeding Mothers (Regulation)
4111.2/4211.2	Domestic Violence
5113	Attendances, Absences & Excuses
5134	Married, Pregnant & Lactating Pupils
5134	Marries, Pregnant & Lactating Pupils (Regulation)
5141	Health
6140	Curriculum Adoption
6161.1	Guidelines for Evaluation & Selection of Instructional Materials

2. Move to approve retroactively, the *amended* 2019-2020 school calendar.
3. Move to approve, upon the recommendation of the Superintendent, 2019-2020 Preparedness Closure Plan Addendums A & B.

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

ROLL CALL

Mrs. Angelo _____	Mrs. Cavanaugh _____	Mrs. Gassman _____
Mr. Kramer _____	Mr. Pringle _____	Mr. Riley _____
Mrs. Scullion _____	Mrs. Skellinger _____	Mr. Waters _____

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 April 2020:

<i>ENROLLMENT DATA</i>	
Pre-Kindergarten	35
Kindergarten	61
1	64
2	66
3	42
4	61
BETTY MCELMON ELEMENTARY TOTAL	329
5	53
6	62
7	71
8	69
FRANK ANTONIDES SCHOOL TOTAL	255
OUT OF DISTRICT STUDENTS	9
DISTRICT ENROLLMENT	593

2. Move to approve, upon the recommendation of Superintendent, the following report of the Fire and Evacuation drills conducted during the month of April 2020:

School:	Betty McElmon Elementary	Frank Antonides School
Date	1. 30th 7:50 AM – 8:05 AM	1. 30th 7:50 AM – 8:05 AM
	2. 30th 9:55 AM – 10:05 AM	2. 30th 9:55 AM – 10:05 AM
Type of Drill	1. FIRE DRILL*	1. FIRE DRILL*
	2. SECURITY DRILL – ACTIVE THREAT*	2. SECURITY DRILL – ACTIVE THREAT*

*Students were not present due to the pandemic school closure

3. Move to approve, upon the recommendation of the Superintendent, the following Pupil Attendance Report for the month of April 2020:

<u>STUDENT ATTENDANCE</u>	<u># OF DAYS POSSIBLE</u>	<u># OF DAYS ABSENT</u>	<u>PERCENT ATTENDANCE</u>
Betty McElmon Elementary	4934	166	96.64%
Frank Antonides School	3825	102	97.33%

4. Move to approve, upon the recommendation of the Superintendent, the following Staff Attendance Report for the month of April 2020:

<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	447	30	93.28	30	100
FAS	510	0	100	0	100

5. Move to approve, upon the recommendation of the Superintendent, the following HIB Reports for the month of April 2020:

	<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

Offered by: _____ Seconded by: _____

ROLL CALL

Mrs. Angelo _____ Mrs. Cavanaugh _____ Mrs. Gassman _____
 Mr. Kramer _____ Mr. Pringle _____ Mr. Riley _____
 Mrs. Scullion _____ Mrs. Skellinger _____ Mr. Waters _____

DISCUSSION ITEMS:

NJSBA Legislative Delegate/ MCSBA _____

Foundation Meaghan Cavanaugh

PTA Christine Skellinger

Borough of West Long Branch Liaison Mary Gassman

Business Administrator/Board Secretary Corey Lowell

Interim Superintendent Comments

Dr. Frank Alfano

PUBLIC COMMENTS: Anyone wishing to address the Board, please state your name and address.

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:

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: ()