

**SHREWSBURY BOROUGH BOARD OF EDUCATION
SHREWSBURY, NEW JERSEY
REGULAR MEETING
TUESDAY, NOVEMBER 17th, 2020
MINUTES**

1.0 Opening Procedures

- 1.1 Call to order – 6:30 p.m.
- 1.2 Flag salute
- 1.3 Opening Statement

“Public notice of this was emailed to the Asbury Park Press on August 6th, 2020 in accordance with the Open Public Meetings Act PL 1975 CH 231, effective January 16, 1976. Notice has been posted in the Fern Ross entrance and Bell Foyer entrance to Shrewsbury Borough School. A copy of this notice is also on file in the office of the Borough Clerk. The public notice also included that the meeting will be using a virtual platform. ”

1.4 Roll Call:

Mrs. Gourley-Thompson - absent	Mr. Sweeney – arrived at 7:30 p.m.
Mrs. Groom	Mrs. Barber
Mrs. Hepburn-Goldberg	Mrs. Hemel
Mrs. Humes	Mr. MacConnell, Superintendent
Mr. Jannuzzi	Ms. Avento, Business Administrator
Mrs. Montgomery	Mr. Donio, Board Attorney

2.0 Closed Executive Session

- 2.1 It was motioned by Mrs. Barber, seconded by Mrs. Hepburn-Goldberg, to move into Closed Executive Session at 6:34 p.m. to discuss confidential personnel matters or Board Business and/or matters of attorney/client privilege and/or matters of litigation and/or negotiations or contractual matters from which the public may be excluded. Minutes of this meeting will be made available to the public when the need for confidentiality no longer exists.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Gourley-Thompson				X	
Mrs. Groom	X				
Mrs. Hepburn-Goldberg	X				
Mrs. Humes	X				
Mr. Jannuzzi	X				
Mrs. Montgomery	X				
Mr. Sweeney				X	
Mrs. Barber	X				
Mrs. Hemel	X				

On a voice vote, seven (7) members voted yes, two (2) members were absent.

2.2 It was motioned by Mrs. Montgomery, seconded by Mrs. Mrs. Hepburn-Goldberg, to reconvene into public session at 7:15 p.m.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Gourley-Thompson				X	
Mrs. Groom	X				
Mrs. Hepburn-Goldberg	X				
Mrs. Humes	X				
Mr. Jannuzzi	X				
Mrs. Montgomery	X				
Mr. Sweeney				X	
Mrs. Barber	X				
Mrs. Hemel	X				

On a voice vote, Seven (7) members voted yes, two (2) member were absent.

3.0 Communications ~

- Email from Mr. & Mrs. Doogan requesting the Board consider virtual instruction only after the Thanksgiving holiday.

4.0 Public Participation ~ Agenda Items Only – There was no public participation.

5.0 Superintendent’s Report ~ Mr. MacConnell

5.1 Superintendent’s Report:

- The Foundation 5K Race was held on this beautiful chilly Sunday, October 18th. Many staff members as well as students and their families came out and supported this great cause.
- The 4th Grade class students and the staff and families collected new socks for the month of October to be donated to Holiday Express. They collected and donated over 600 pairs of socks for this wonderful organization. Thank you to all who donated to this worthy cause.
- Report Cards were published in the Parent Portal for Marking Period 1 on Thursday, November 12th
- Marking Period 2 began on Friday, November 13th.
- Parent Teacher Conferences will be held virtual on Thursday, November 19th, Friday, November 20th and Monday, November 21st.
- We will be delivering the frozen turkeys that are collected on Tuesday, November 24th to be donated to Lunch Break.in Red Bank with the various donations of stuffing, canned goods, dinner rolls, assorted pies, etc. They are always very appreciative of the generous donations from Shrewsbury Borough School.
- Please be reminded Wednesday, November 25th is a 12:30 dismissal day for the Thanksgiving Break and school is closed on Thursday, November 26th and 27th for Thanksgiving.
- On Tuesday, December 8th the SPTA is running a virtual event fundraiser with Barnes and Noble
- Warning Notices will be published in the parent portal on Friday, December 18th at 3:00 PM.

5.1 Continued:

- I would like to take this opportunity to wish all families and staff members a Very Happy and Safe Thanksgiving!

It was motioned by Mrs. Groom, seconded by Mrs. Hemel, to approve item 5.2 through 5.5 as listed. Item 5.3 was tabled.

- 5.2 Recommend that the Board of Education approve the District HIB Report for the Month of October 2020.
- 5.3 Recommend the Board of Education approve the submission of the NJQSAC DPRs for the Shrewsbury Borough School District for the 2020-2021 school year.
- 5.4 Recommend the Board of Education approve the submission of the Statement of Assurance (SOAs) the 2020-2021 school year.
- 5.5 Recommend that the Board of Education approve the 2019-2020 HIB Self-Assessment Report for submission to the Department of Education as required.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Gourley-Thompson				X	
Mrs. Groom	X				
Mrs. Hepburn-Goldberg	X				
Mrs. Humes	X				
Mr. Jannuzzi	X				
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Barber	X				
Mrs. Hemel	X				

On a roll call vote, eight (8) members voted yes, one (1) member was absent. Item 5.3 was tabled.

6.0 Business Administrator’s Report ~ Ms. Avento

It was motioned by Mrs. Hemel, seconded by Mrs. Montgomery, to approve items 6.1 as amended:

- 6.1 Recommend that the Board of Education approve the following minutes as amended:
 - 6.1.1 Regular Meeting Minutes, October 20th, 2020
 - 6.1.2 Executive Session Meeting Minutes, October 20th, 2020

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Gourley-Thompson				X	
Mrs. Groom	X				
Mrs. Hepburn-Goldberg	X				
Mrs. Humes	X				
Mr. Jannuzzi	X				
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Barber	X				
Mrs. Hemel	X				

On a roll call vote, eight (8) members voted yes, one (1) member was absent.

7.0 Facilities Committee ~ Mr. Sweeney

7.1 Committee Report:

Mr. Sweeney reported that the Facilities Committee met on November 10th, 2020 and discussed the following:

- Ongoing cleaning, disinfecting and sterilizing efforts in the school
- Roof repair

8.0 Finance Committee ~ Mr. Sweeney

8.1 Committee Report

Mr. Sweeney reported that the Committee met on November 10th, 2020 to review the bills and claims, transfers, discussed budget strategies, concerns over a reduction in state aid as a result of lower enrollment and tuition students at the Charter School that the district has to pay for, the current status of the budget, reviewed ongoing state directives and the items listed below:

It was motioned by Mr. Sweeney, seconded by Mrs. Groom, to approve items 8.2 through 8.7 as amended:

8.2 Recommend that the Board of Education approve the following bills:

October 2020 Payroll – 2 nd half	\$264,085.89
November 2020 Payroll – 1 st half	\$264,394.97
November 2020 Bills & Claims	<u>\$272,678.32</u>
	\$801,159.18

8.3 Recommend that the Board of Education approve the following transfers within the 2020-2021 General Fund as listed:

<u>From</u>	<u>Amount</u>	<u>To</u>	<u>Amount</u>
11-000-222-177-01 Media Technology	\$24,000	11-190-100-340-02	\$ 59,000
11-000-252-177-01 Rcl for Technology Support	\$35,000		
11-000-218-104-01 Guidance Salaries Rcl for funds needed for Special Ed Equipment	\$ 419	11-000-217-610-01 Extraordinary Supplies-Spec Ed	\$ 419
11-000-219-610-01 CST Supplies Rcl for addtl funds needed	\$ 86	11-000-219-105-01 CST Salaries	\$ 86
11-000-230-530-02 Admin Postage Rcl for addt'l funds needed	\$ 714	11-000-230-340-01 Purchase Prof Svcs	\$ 714

8.3	Continued:				
	<u>From</u>	<u>Amount</u>		<u>To</u>	<u>Amount</u>
	11-000-230-820-01	\$ 7,589		11-000-262-520-01	\$ 3,874
	Judgements			District Insurance-Prop	
				11-000-230-590-01	\$ 3,715
				District Ins. E&O	

Rcl for addt'l funds needed

8.4 Pursuant to N.J.A.C. § 6A:23A-16.10(c) (3), I certify that as of October 31st, 2020, after review of the appropriations section of the monthly financial reports and upon consultation with appropriate district officials, to the best of my knowledge no major account or fund has been overextended 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.

Debora Avento

Date

8.5 Recommend that the Preliminary Board Secretary's Report for the month of September 2020 with the respective Treasurer's Report be accepted, filed for audit, attached to, and made part of the official minutes of this meeting.

8.6 Recommend that the Board of Education approve Summit Speech Services to provide Itinerant Educational Services as per the IEP to student #6268 that at the rate of \$165/hr. for two hours per week for 33 weeks from 9/15/2020 to 5/9/21 for a total of \$10,890 for the 2020-2021

8.7 Recommend that the Board of Education approve Diane Ames to conduct an Occupational Therapy Evaluation for student #7064 at the rate of \$350/evaluation during the 2020-2021 school year.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Gourley-Thompson				X	
Mrs. Groom	X				
Mrs. Hepburn-Goldberg	X				
Mrs. Humes	X				
Mr. Jannuzzi	X				
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Barber	X				
Mrs. Hemel	X				

On a roll call vote, eight (8) members voted yes, one (1) member was absent.

9.0 Curriculum Committee ~ Mrs. Montgomery

9.1 Committee Report

Mrs. Montgomery reported that the Committee met on November 12th, 2020 and discussed the following:

- The district's HIB Self-Assessment
- The Gifted and Talented Program
- Virtual Instruction for the week after Thanksgiving

10.0 Personnel Committee ~ Mrs. Barber

10.1 Committee Report:

Mrs. Barber reported that the Personnel Committee met on November 16th, 2020 and discussed matters of a confidential nature.

Upon the recommendation of the Superintendent, it was motioned by Mrs. Barber, seconded by Mrs. Hemel, that the Board of Education approve item 10.2 through 10.4 as amended:

10.2 Recommend the Board of Education approve a maternity leave for Mrs. Metzler-O'Rourke to on or about March 29th, 2021 for the 2020-2021 school year.

10.3 Recommend the Board of Education approve the following Extra Curricular Stipend Position for the 2020-2021 school year:

<u>Extra Curricular Activity</u>	<u>Advisor</u>	<u>Stipend Rate</u>
Chess Club	Dan Devine	\$1,425
Coding Club	Samantha Bremekamp	\$1,425
Debate Club	Josh Biringer	\$1,425
Model UN Club	Josh Biringer	\$1,425
STEM Club	Allison Wiesel	\$1,425
Student Council	Kelly Buskey/Nina Potter	\$1,497/2
Ted Ed Club	Samantha Bremekamp	\$1,425
Young Entrepreneurs	Allison Wiesel/Kelly Schlosser	\$1,425/2
Drama Club	Amanda Faria/David Buckle	\$2,359/2
Theater Production/Stage Director	Amanda Faria	\$2,527
Theater Production/Asst. Stage Director	David Buckle	\$2,527

10.4 Recommend the Board of Education approve the revised Technology Coordinator Job Description for the 2020-2021 school year.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Gourley-Thompson				X	
Mrs. Groom	X				
Mrs. Hepburn-Goldberg	X				
Mrs. Humes	X				
Mr. Jannuzzi	X				
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Barber	X				
Mrs. Hemel	X				

On a roll call vote, eight (8) members voted yes, one (1) member was absent.

11.0 Policy ~ Mrs. Hepburn-Goldberg

11.1 Committee Report:

Mrs. Hepburn-Goldberg reported that the Committee met on November 3rd, 2020 and discussed the policies listed below.

It was motioned by Mrs. Montgomery, seconded by Mrs. Groom, to approve item 11.2 for a first reading as listed:

11.2 Recommend the Board of Education approve Policy Alert # 221 and Bylaw # 01646.6 for 1st Reading for the 2020-2021 school year:

Policy Alert # 221:

Policy # 1620 - Administrative Employment Contracts (M) (Revised)

Policy # 2431 - Athletic Competition (M) (Revised)

Regulation # 2431.1 - Emergency Procedures for Sprints and Other Athletic Activity (M) (Revised)

Policy # 2451 - Adult High School (M)(Revised) - **Not approving as it does not pertain to us**

Policy # 2464 - Gifted and Talented Students (M) (Revised)

Policy and Regulation # 5330.05 - Seizure Action Plan (M) (New)

Policy # 6440 - Cooperative Purchasing (M) (Revised)

Policy & Regulation # 6470.01 - Electronic Funds Transfer and Claimant Certification (M) (New)

Policy & Regulation # 7440 - School District Security (M) (Revised)

Policy # 7450 - Property Inventory (M) (Revised)

Policy & Regulation # 7510 - Use of School Facilities (M) (Revised)

Policy # 8420 - Emergency and Crisis Situations (M) (Revised)

Policy # 8561 - Procurement Procedures for School Nutrition Programs (M) (Revised)

Policy # 1648 - Restart and Recovery Plan (M) (Revised)

Bylaw # 0164.6 - Remote Public Board Meeting During a Declared Emergency (M) (New)

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Gourley-Thompson				X	
Mrs. Groom	X				
Mrs. Hepburn-Goldberg	X				
Mrs. Humes	X				
Mr. Jannuzzi	X				
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Barber	X				
Mrs. Hemel	X				

On a roll call vote, eight (8) members voted yes, one (1) member was absent.

12.0 School and Community Relations ~ Mrs. Humes

12.1 Committee Report

Mrs. Humes reported that the Committee met on November 11th, 2020 and discussed the following:

- 8th Grade Graduation 2021 - a timeline is in the works for all of the various 8th Grade events. Events will take place in May and June, leading up to Graduation during the week of June 7 (tentatively)
- Current state of things regarding 4-days in person, etc.
- Extra curriruculars - list of proposed club/activities is being presented for approval. As of now, only activities that can be virtually run will be considered.
- Winter sports - discussions are taking place about how to safely offer some of the winter sports, with awareness of the changing regulations. We also discussed challenges with opening up SBS gym to non-SBS sports teams (rec, travel, etc), including cleaning, tracking participants, etc.

13.0 Old Business ~ There was no Old Business.

14.0 New Business ~

Mrs. Hemel updated the Board and the community members on the Shrewsbury Community Alliance for Mrs. Gourley-Thompson. Please follow them on social media to get updates. Their next meeting will be on Monday, December 14th, 2020.

Mr. Sweeney announced that the Boy Scouts are currently holding their annual wreath sale. Ordering instructions have been distributed. Please support the Boy Scouts.

15.0 Public Participation ~ There was no public participation.

16.0 President's Comments ~ Mrs. Hemel

Hello and good evening:

Thank you to all our staff for working so diligently to make this SBS experience as good as it could possibly be. It has been a very challenging time and we appreciate all of your efforts to make it as positive as it could be. These unprecedented times have put many emotions in play and we are thankful that the team here at SBS and at home are working hard so that everyone can be safe and successful.

Wishing everyone a very happy and healthy Thanksgiving. Please be safe. Thank you.

17.0 Adjournment

- 18.1 It was motioned by Mr. Sweeney, seconded by Mr. Jannuzzi, to adjourn the meeting at 7:59 p.m

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Gourley-Thompson				X	
Mrs. Groom	X				
Mrs. Hepburn-Goldberg	X				
Mrs. Humes	X				
Mr. Jannuzzi	X				
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Barber	X				
Mrs. Hemel	X				

On a voice vote, eight (8) members voted yes, one (1) member was absent.

Respectfully Submitted,

Debi Avento
Business Administrator/Board Secretary