

SHREWSBURY BOROUGH SCHOOL DISTRICT
April 26, 2023 - Regular Meeting, 6:30 PM
Media Center, 20 Obre Place, Shrewsbury, NJ 07702

MINUTES

1. Opening Procedures

1.0 Call to order – 6:31 pm

1.1 Flag salute

1.2 Opening Statement

1.3 “Public notice of this was emailed to the Asbury Park Press on March 28, 2023 and in the Star Ledger on March 29, 2023 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.

1.4 Roll Call:

Ms. Groom (President)

Mr. Galvin

Ms. Hepburn-Goldberg (arrived at 6:34 pm)

Ms. Montgomery

Ms. Gourley-Thompson (Vice President)

Ms. Hemel

Mr. Jannuzzi

Mr. Ngo

Absent:

Ms. Barber

Also Present:

Mr. MacConnell, Superintendent

Ms. Case, Business Administrator

Mr. Taylor, Board Attorney

1.5 Mission Statement:

The mission of the Shrewsbury Borough School District, a system built on successful cooperation among family, school and community, is to prepare all students to achieve excellence and to become responsible citizens through rigorous educational programs consistent with the New Jersey Core Curriculum Content State Standards and which respect individual differences and diversity. Students will be prepared to meet the challenges presented in the regional high school and the world beyond.

2.0 Executive Session

2.1 It was motioned by Mr. Ngo, seconded by Ms. Montgomery to move into Closed Executive Session at 6:32 pm 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
Ms. Barber				X	
Mr. Galvin	X				
Ms. Hemel	X				
Ms. Hepburn-Goldberg				X	Arrived at 6:34 pm
Mr. Jannuzzi	X				
Ms. Montgomery	X				
Mr. Ngo	X				
Ms. Gourley-Thompson	X				
Ms. Groom	X				

On a voice vote, seven(7) members voted yes, zero (0) members voted no, two (2) members were absent

2.2 It was motioned by Ms. Montgomery, seconded by Ms. Gourley-Thompson to reconvene into public session at 6:58 pm

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Ms. Barber				X	
Mr. Galvin	X				
Ms. Hemel	X				
Ms. Hepburn-Goldberg	X				
Mr. Jannuzzi	X				
Ms. Montgomery	X				
Mr. Ngo	X				
Ms. Gourley-Thompson	X				
Ms. Groom	X				

On a voice vote, eight (8) members voted yes, zero (0) members voted no, one (1) member was absent

3.0 Correspondence to the Board

- 3.1 Email received Feb 28, 2023, jada.emery@gmail.com, regarding “Letter of Concern: 2/28 Kunkel
- 3.2 Email received Feb 27, 2023, jeaninedoody@gmail.com, regarding “Loss of Chris Lunz”

4.0 Public Participation - Agenda Items Only - None

The Board of Education recognizes the value of public comment on matters of interest to the school community. Individuals wishing to speak **must state their name and address**. Comments are limited to three minutes’ duration, but an individual may speak a second time after all others who wish to speak on the topic have been heard. All statements should be directed to the Board President and no participant may address or question Board members individually. All speakers are requested to express themselves in a civil manner, with due respect for the dignity and privacy of others whose legal rights may be affected. Please note: While it is not the Board’s intention to stifle comment on matters of legitimate concern, the public should be aware that if their statements violate the rights of others under the law of defamation or invasion of privacy, they may face personal liability to the injured party. If speakers are uncertain of the legal ramifications of their comments, the Board urges them to seek guidance beforehand from their own legal advisor.

5.0 Superintendent’s Report - Mr. MacConnell

- SPTA Gala well attended
- April 4th - Report Cards
- Drills took place to work with community partners
- Take Voice Back Assembly
- Spring Musical for Little Mermaid Jr.
- QSAC on May 2, 2023
- May 11th - Spring Concert
- PELC May 2023
- 8th Grade Washington DC trip
- Proclamation as Child Abuse Awareness for May
- Thank you to Welsh & SKYC for saving scholarships
- Climate Change Grant approval
- School ranking increased for test scores

It was motioned by Ms. Groom, seconded by Mr. Ngo to approve the following item as listed:

5.1 The Superintendent recommends that the Board of Education approve the following District HIB Reports.

2/14/2023	Confirmed HIB
3/6/2023	Principal Preliminary Determination Non-HIB
3/10/2023	Confirmed Non-HIB

6.0 Finance & Facilities - Mr. Jannuzzi - provided report

The Finance & Facilities Committee met on April 24, 2023

It was motioned by Ms. Hemel, seconded by Ms. Groom to approve the following items as listed:

6.1 The Superintendent recommends the Board of Education approve the following minutes as listed:

- 6.1.1 Regular Meeting Minutes, March 15, 2023
- 6.1.2 Executive Meeting Minutes, March 15, 2023

6.2 The Superintendent recommends the Board of Education approve the following bills:

March 15, 2023 Payroll	\$302,733.45
March 30, 2023 Payroll	\$280,142.34
Total March 2023 Payroll	\$582,875.79
April 2023 Bills & Claims	\$969,006.47
Total	\$1,551,882.267

6.3 The Superintendent recommends the Shrewsbury Borough School District Board of Education approve the following final transfers within the 2022-2023 General Fund as listed in the attached report for February 2023.

6.4 Pursuant to N.J.A.C. § 6A:23A-16.10(c) (3), I certify that as of February 2023, 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.

6.5 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the following student services for the 2022- 2023 school year:

Student#	Service	Provider	Cost
7109	Occupational Therapy Evaluation	Diane Ames	\$ 350
7111	Occupational Therapy Evaluation	Diane Ames	\$ 350
7112	Occupational Therapy Evaluation	Diane Ames	\$ 350
7109	Neurodevelopmental Assessment	G&A/DPCNJ	\$ 660
7110	Neurodevelopmental Assessment	G&A/DPCNJ	\$ 660

6.6 Public Hearing Adoption of the 2023-2024 Budget and Tax Levy

The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the resolution pertaining to the approval of the 2023-2024 budget as presented at the public hearing on April 26, 2023, as follows:

WHEREAS, the Shrewsbury Borough School District Board of Education adopted a tentative budget on March 15, 2023 to be submitted to the Executive County Superintendent of Schools for approval, and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on April 11, 2023; and

WHEREAS, the tentative budget was advertised in the legal section of the Asbury Park Press on April 17, 2023; and

WHEREAS, the adopted budget was presented to the public during a public hearing on April 26, 2023; and

WHEREAS, the total amount of the budget for General Fund Expenses shall be \$10,007,796.00, of which \$9,169,873.00 shall be raised by tax levy,

WHEREAS, the total amount of the budget for Special Revenue Fund Expense shall be \$393,742.00, of which \$0.00 shall be raised by tax levy, and

WHEREAS, the total amount of the budget for Debt Service Expense shall be \$1,694,081.00, of which \$1,389,509.00 shall be raised by tax levy.

NOW THEREFORE, BE IT RESOLVED that the Shrewsbury Borough School District Board of Education hereby adopts the 2023-2024 School Year budget, and

BE IT RESOLVED that there should be raised for the General Funds, \$10,007,796.00 for the ensuing School Year (2023-2024) and

BE IT RESOLVED that there should be raised for Debt Service Funds, \$1,694,081.00 for the ensuing School Year (2023-2024).

6.7. Fiscal Year 2023-2024 Proposed Budget Approval

The Superintendent recommends approval to adopt the Proposed Budget for FY 2023-2024:

BE IT RESOLVED that the proposed budget be approved for the 2023-2024 School Year using the 2023-2024 state aid figures and the School Business Administrator/Board Secretary be authorized to submit the following proposed budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

BE IT RESOLVED, that the Shrewsbury Borough School District Board of Education approve the 2023-2024 budget supported by a general fund local tax levy in the following amounts:

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Debt</u>	<u>Total</u>
2023-2024 Total Expenditures	\$10,007,796.00	\$393,742.00	\$1,694,081.00	\$12,095,620.00
Less: Anticipated Revenues	\$ 837,923.00	\$393,742.00	\$ 304,572.00	\$ 1,536,237.00
Taxes to be Raised	\$ 9,169,873.00	\$0.00	\$1,389,509.00	\$10,559,382.00

Adjustment for ENROLLMENT

BE IT RESOLVED that the Shrewsbury Borough School District Board of Education includes in the final budget the adjustment for enrollment in the amount of \$58,851. The district intends to utilize this adjustment to maintain our existing programs for the additional students.

Adjustment for HEALTH CARE COSTS

BE IT RESOLVED that the Shrewsbury Borough Board of Education includes in the final budget the adjustment for increased costs of health benefits in the amount of \$85,747. The additional funds will be used to pay for the additional increases in health benefit premiums.

Capital Reserve Withdrawal – Other Capital Projects

BE IT RESOLVED that included in the general fund appropriations, budget line 600 is a withdrawal from Capital Reserve – Other Capital Projects in the amount of \$50,000 for other capital project costs of \$50,000. The total cost of this project is \$50,000 which represents expenditures for partial roof replacement and wireless controller for infrastructure elements that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

Maintenance Reserve Withdrawal

BE IT RESOLVED that as per N.J.A.C. 6A:23A-14.2(d) the general fund appropriations include a \$139,845 withdrawal from the Maintenance Reserve Account for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26-20.5.

Travel and Related Expense Reimbursement

WHEREAS, the Shrewsbury Borough School District Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.3 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, the Shrewsbury Borough School District Board of Education established \$12,500 as the maximum travel amount for the current school year and has expended \$4,035.22 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursement in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$12,500 for the 2023-2024 school year.

6.8 Authorization to Implement the 2023-2024 Budget

The Superintendent recommends that the Shrewsbury Borough School District Board of Education authorize the Superintendent and the School Business Administrator/Board Secretary to implement the 2023-2024 budget pursuant to Board of Education policy and state regulations.

6.9 Tax Levy Certification Form A and B (A4F)

RESOLVED, that the amount required for school purpose in the school district of Shrewsbury Borough, County of Monmouth for the 2023-2024 is a general fund tax levy of \$9,169,573 plus a debt service tax levy of \$1,389,509 for a total tax levy of \$10,559,382 and is required to be levied for local school district purposes.

6.10 The Superintendent recommends that the Shrewsbury Borough Board of Education request that the Municipality provide local tax levy funds for General Current Expense and Debt Service for the 2023-2024 school year in 12 monthly payments commencing July 2023 as per the mutually agreed upon schedule by both the Municipality and the Board of Education.

6.11. Administration of Non-Public Funds MOESC Textbook, Technology, Security Aid, Nursing and Chapter 192-193 Services

Pursuant to official action taken at the meeting of the Board of Education of Shrewsbury Borough School District, hereinafter referred to as the “Board”, held on April 24, 2023 the Board agrees that the Monmouth-Ocean Educational Services Commission (hereafter known as the “Commission”), shall provide Non-Public Textbook, Technology, Security Aid, Nursing and Chapter 192-193 Services pursuant to the requirements of the Law on behalf of the Board. These services shall be limited to those permitted under the law and pertinent regulations.

The terms of this Agreement shall be in effect from July 1, 2023 until June 30, 2024. The Board may withdraw from participation with the Commission by providing written notice to the Commission by December 31 of any year for withdrawal effective June 30 of the ensuing year.

The Board agrees to pay the Commission the full amount of State Aid received in support of Non-Public Textbook, Technology, Security Aid, Nursing and Chapter 192-193 Services. The following payment schedule is hereby agreed to; 50% of State Aid by September 30, 25% of State Aid by December 31, and 25% of State Aid by March 31 of each fiscal year. No other funding is due the Commission in order to operate this program. In the event the Board fails to remit the funds according to the schedule indicated above, the Commission retains the right to suspend service under this contract.

It is understood that the Commission will provide services to all of the eligible non-public school students that attend school within the borders of the District.

Administrative costs related to providing Technology and Security Aid for a participating non-public school are limited to 5% and Textbook is limited to 7% of the funds allocated for each participating non-public school or actual costs, whichever is less.

The Commission will prepare all pertinent reporting forms for signature by appropriate District personnel. The District will promptly forward copies of funding statements and other pertinent documents required to the Commission.

The Commission shall contact the designated non-public schools within the District and determine the services to be provided within the parameters of the law and limitation of funding.

6.12. The Superintendent recommends that the Shrewsbury Board of Education approve the submission of the New Jersey Schools Insurance Group (NJSIG) Safety Grant application for the 2023-2024 school year in the amount of \$2,000.

7.0 Curriculum and Instruction - Mrs. Montgomery

- Discussed Climate Grant; concerns with Honor Roll; Advanced Math classes; PD; NJSLA for Language Arts and Math for implementation - 2024

The Curriculum and Instruction Committee met April 18, 2023

It was motioned by Ms. Gourley-Thompson, seconded by Ms. Groom to approve the following items as listed:

7.1 The Superintendent recommends that the Board approve the following class trip(s):

Class/Group	Destination	Date(s)	Cost of Trip	Cost of Transportation
Gr. 7-8 Gifted & Talented, 3 students	Slam Poetry Performance & Competition, Middletown Arts Center	April 27, 2023	\$260.00	\$0.00
Grade 7 Holocaust	Chhange, Brookdale Community College	May 1, 2023	\$735.00	\$850.00
Band & Chorus	Six Flags Great Adventure	May 5, 2023	\$944.79	&725.00
7th Grade Gifted and Talented Students STEM	Red Bank Regional High School	June 6, 2023	\$0.00	\$0.00

7.2 The Superintendent recommends that the Board approve the following professional development:

Staff Member	Program/Workshop	Training Date	PD/Travel Cost
Yolanda Roeder	Language Acquisition	April 28, 2023	\$149.00

8.0 Personnel - Ms. Gourley-Thompson - reported

The Personnel Committee met on April 25, 2023.

It was motioned by Ms. Gourley-Thompson, seconded by Ms. Groom to approve the following items as listed:

8.1 The Superintendent recommends that the Board of Education approve the maternity leave for Laura Gammoh for the 2023 - 2024 school year.

8.2 The Superintendent recommends that the Board of Education approve the following staff members as chaperones for the 6th grade PEEC trip.

- | | | |
|-----------------|---------------|------------------|
| Heather Cellary | Laura Ehlers | Kristen Tardiff |
| Kelly Cosentino | Alison Hillen | Brent MacConnell |

8.3 The Superintendent recommends that the Board of Education approve the following staff members as chaperones for the 8th grade Washington DC trip.

- | | | |
|-----------------|---------------|--------------------|
| Heather Cellary | Josh Biringer | Darianne Masticola |
| Kelly Cosentino | Alison Hillen | Brent MacConnell |

8.4 The Superintendent recommends that the Board of Education approve the Settlement Agreement as discussed in Executive Session, Civil Action No. 21-3415 (FLW-RLS).

9.0 Policy/Special Education - Mr. Ngo

Committee Report: The Policy Committee met on Apr 24, 2023 - discussed Alert below

It was motioned by Ms. Hemel, seconded by Ms. Montgomery to approve items as listed:

9.1 The Superintendent recommends that the Board of Education approve the following policies and regulations in Policy Alert 230 for the first reading.

- P 0144 Board Member Orientation and Training (Revised)
- P & R 2520 Instructional Supplies (M) (Revised)
- P 3217 Use of Corporal Punishment (Revised)
- P 4217 Use of Corporal Punishment (New)
- P 5305 Health Services Personnel (M) (Revised)
- P & R 5308 Student Health Records (M) (Revised)
- P & R 5310 Health Services (M) (Revised)
- P 6112 Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
- R 6115.01 Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New)
- P 6115.04 Federal Funds – Duplication of Benefits (M) (New)
- P 6311 Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
- P 7440 School District Security (M) (Revised)
- P 9100 Public Relations (Abolished)
- P 9140 Citizens Advisory Committees (Revised)

R 9140 Citizens Advisory Committee (M) (Abolished)

10.0 School & Community Relations - Ms. Hepburn-Goldberg

Committee Report: The School and Community Committee did not meet.

11.0 Vote/Roll Call on Agenda Items

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Ms. Barber				X	
Mr. Galvin	X				
Ms. Hemel	X				
Ms. Hepburn-Goldberg	X				
Mr. Jannuzzi	X				
Ms. Montgomery	X				
Mr. Ngo	X				
Ms. Gourley-Thompson	X				
Ms. Groom	X				

On a voice vote, eight (8) members voted yes, zero (0) members voted no, one (1) member was absent.

12.0 Unfinished Business

- Ms. Gourley-Thompson - Alliance update with Finding Your Voice Assembly. May 8th meeting via Google Meet speaking about Suicide Prevention. Working with the Prosecutors Office for 6-8 and parent night for an event. Creating Yourself Counseling will come 5/17/23 for a parent meeting.

13.0 Public Participation - All Topics - None

14.0 Board President’s Report - Ms. Groom

- Thank you for attending. May 17th will move to May 24th.

15.0 Adjournment

It was motioned by Mr. Jannuzzi, seconded by Ms. Hemel, to adjourn the meeting at 7:31 p.m.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Ms. Barber				X	
Mr. Galvin	X				
Ms. Hemel	X				
Ms. Hepburn-Goldberg	X				
Mr. Jannuzzi	X				
Ms. Montgomery	X				
Mr. Ngo	X				
Ms. Gourley-Thompson	X				
Ms. Groom	X				

On a voice vote, eight (8) members voted yes, zero (0) members voted no, one (1) member was absent

