

**BRIELLE BOARD OF EDUCATION**  
**Regular Action Meeting Minutes**  
**Brielle, New Jersey**  
**June 20, 2018**

1. **Announcement** – There has been adequate notice of this meeting provided by the Board of Education May 31, 2018 notice in *The Coast Star* setting forth the date, time and place for this meeting. Similar notice has been posted in the Town Hall, the Brielle School Web Site, and the Borough Clerk has been notified.
  
2. **Roll Call**  
Mr. Colon, Mrs. Dettlinger, Mr. Ingoglia, Mrs. Jones, Dr. Stephen LaValva, Mr. Joseph LePore, Mr. Milancewich, Dr. Myszka Ostberg  
**Absent:** Mr. Vitale  
**Also Present:** Mrs. Carlson, Mrs. Gorga
  
3. **Flag Salute**
  
4. **Approval of Minutes – Consent**  
Motion by Mrs. Dettlinger and seconded by Mrs. Jones that the Board of Education accept the minutes of the May 23, 2018 Regular Public Meeting and Executive Session Minutes. Passed by unanimous consent.
  
5. **Presentations**
  - MCAL Boy’s Baseball Champions:  
Players:

Christopher Aloï	Joseph Bellusci	Ethan Bunt	James Cosgrove
William Cosgrove	Ryan Deegan	Torey Falkinburg	Nicolas Galvan
Gavin Meseroll	Ryan Milancewich	Hunter Olenyik	Hobie Pilling
Teddy Sawitsky	Josh Terry	Patrick Woodford	
Coach Stephen Labrecque			
  
  - Mrs. Carlson, President Colon and Coach Labrecque congratulated the boys baseball team and presented certificates to the players.
  
6. **Visitor’s Business** – Visitors are permitted to comment on agenda items only at this time. No visitor’s business.
  
7. **Correspondence**
  - Letter of resignation

**8. Committee Reports-**

Finance- no report

Representative to Manasquan- no report

Curriculum and Programs- no report

Buildings and Grounds- Dr. LaValva reported on the progress of the paver project planned for this summer.

Personnel- Mr. Ingolia reported on the process used for the recent interviews for Board Attorney and the subsequent recommendation.

Negotiations- no report

Policy and Wellness- Mrs. Jones reported that the Strauss Esmay seminar that she and Mrs. Gorga attended was very informative.

Community Relations/Board Liaison- no report

**9. Administrative Report**

**July 2018 Drills**

**HIB Report- Attachment 9.1**

School Year 2017-2018

Mrs. Carlson reported on the following items:

- Graduation for eighth graders went well on Tuesday night. Manasquan High School graduation is Thursday night.
- Next year the June Board meeting will be scheduled for the last week of June to avoid the end of the year activities.

**10. Action Items**

**A. Curriculum and Programs**

**Roll Call**

- A.1** Motion that the Board of Education approves one special education student to attend The Rugby School, Wall, NJ for the Extended School Year (ESY) and the 2018-2019 Regular School Year and the following tuition costs plus transportation:

ESY Tuition	Regular School Year Tuition	Total Tuition
\$11,396.70	\$68,760.09	\$80,156.79

- A.2** Motion that the Board of Education approves one special education student to attend Hawkswood School Eatontown, NJ for the ESY and the 2018-2019 Regular School Year and the following tuition costs plus transportation:

ESY Tuition	Regular School Year Tuition	Total Tuition
\$10,980.00	\$65,880.00	\$78,860.00

- A.3** Motion that the Board of Education approves the following staff members to attend professional development workshops as listed below:

Staff Member	Conference/Workshop	Cost
Susan Martin, Laura York,	Summer Skills Sharpening, July 19, 2018 Memorial Middle School, Point Pleasant, NJ	Fee \$20.00 each total \$40.00 + Mileage
Eileen Gorga	MOCSSIF Quarterly Meeting/Training, June 15, 2018, 9:30 – 2:00 PM, Point Pleasant, NJ	No Fee
Elizabeth Pencinger	Regional Training District Certification, August 9, 2018, Hamilton, NJ	No Fee, Mileage
Jennifer Love	MC3 Summer Institute, August 15, 2018 Wall Intermediate School, Wall, NJ	Fee \$49.00 + Mileage
Christine Carlson	MOESC Meetings - 8/8, 9/12, 10/10, 11/14, 12/12, 1/16, 2/13, 3/13, 4/10, 5/8 , 9 AM – 12 PM, Tinton Falls, NJ	Mileage
Jennifer Love	Tips for Math Coaches, July 19, 2018, West Windsor, NJ	\$149.00 + Mileage
Tina Scuttaro	iStem/Literature for NGSS 3-5, July 11-12, 2018, TCNJ, Ewing, NJ	\$270.00 + Mileage
Tina Scuttaro	Hydroponic Farming Systems K-12, July 23-26, 2018, TCNJ, Ewing, NJ	\$640.00 +Mileage

**A.4** Motion that the Board of Education approves Brielle School district to provide OT services to Lavallette School district for the 2018-2019 school year at a cost of \$80 per hour.

**A.5** Motion that the Board of Education approves one special education student to attend Princeton Child Development Institute, Princeton, NJ for the ESY and the 2018-2019 Regular School Year and the following tuition costs plus transportation:

ESY Tuition	Regular School Year Tuition	Total Tuition
\$17,850.00	\$107,100.00	\$124,950.00

**A.5** Motion that the Board of Education accepts the following federal funded allocations and directs the administration to prepare and submit the 2018-2019 program applications as required:

<b>Program</b>	<b>Allocation</b>	<b>Budgeted</b>
<b>IDEA</b>		
IDEA Basic	\$120,134	\$102,475
Preschool	\$6,485	\$ 5,439
<b>Total</b>	<b>\$126,619</b>	<b>\$107,914</b>
<b>ESEA (formerly NCLB)</b>		
Title I	\$52,283	\$44,083
Title II	\$12,860	\$9,480
Title III	\$772	\$0
Title IV	\$10,000	\$8,500
<b>Total</b>	<b>\$75,915</b>	<b>\$62,063</b>

**A.6** Motion that the Board of Education approves summer curriculum writing for JoAnn McWilliams, Marissa North, and Dana Stover for alignment of cross-curricular standards between Reading, Writing, Science, and Social Studies not to exceed ten hours as per BEA contract rate.

**A.7** Motion that the Board of Education appoint Cherie Adams of Adams Gutierrez & Lattiboudere, LLC as Board Attorney beginning July 1, 2018.

- A.8** Motion that the Board of Education approves three Spring Lake Heights students to attend Brielle 2018 ESY programs at a tuition rate of \$800 for preschool and \$780 for grade 4, plus speech, OT and PT services costs.
- A.9** Motion that the Board of Education approves a Blazer Academy summer reading program for students entering first grade. The program will run Tuesdays and Wednesdays from 8:30 AM – 9:30 AM from July 10 – August 8, 2018.
- A.10** Motion that the Board of Education approves Phyllis Penkethman to provide up to 10 hours per week of speech therapy for ESY at a rate of \$75.00 per hour.
- A.11** Motion that the Board of Education approves Phyllis Penkethman to provide up to 35 hours per week of speech therapy for the 2018-2019 at a rate of \$75.00 per hour.
- A.12** Motion that the Board of Education approves AA Physical Therapy to provide Physical Therapy (PT) services up to two hours per week for five weeks of Extended School Year (ESY) at a rate of \$80.00 per hour.
- A.13** Motion that the Board of Education approves AA Physical Therapy to provide Physical Therapy (PT) services up to four hours per week up to 38 weeks for the 2018-2019 school year at a rate of \$80.00 per hour.
- A.14** Motion that the Board of Education approves Synergy Rehab, LLC to provide Occupational Therapy (OT) services ten hours per week for five weeks of Extended School Year program at a rate of \$80.00 per hour.
- A.15** Motion that the Board of Education approves Delta Group to provide nursing services three hours per day from June 25 through August 9 for Brielle Recreation and Extended School Year programs at a rate of \$37.50 per hour.
- A.16** Motion that the Board of Education approves Meranda Schwarz to provide speech services for the 2018-2019 school year at a rate of \$75 per hour not to exceed 10 hours per week.
- A.17** Motion that the Board of Education approves one Brielle resident high school student to attend The Lewis School ESY program from June 25 through July 20, 2018 at a cost of \$2,750.00 plus transportation.

**A motion was made by Mrs. Dettlinger and seconded by Mrs. Jones to move items A.1 through A.17 and carried by a unanimous roll call vote of 8-0.**

**B. Finance**

**Roll Call**

**B.1** BE IT RESOLVED that the financial reports of the Secretary to the Board of Education and Treasurer of School Monies for May 30, 2018 which are in agreement be accepted as submitted and attached to and made part of the minutes of this meeting.

BE IT FURTHER RESOLVED that pursuant to N.J.A.C. 6A:23.2.11 (c)4 we certify that as of May 30, 2018 which after 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 in violation of N.J.A.C. 6A:23-2.11 (b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

**B.2** Motion that the Board of Education approves the budget transfers effective May 30, 2018.

**B.3** Motion that the Board of Education approves the insurance renewal rates brokered by Holmes & McDowell from various insurance carriers for the 2018-2019 school year as listed:

<b>TYPE OF COVERAGE</b>	<b>Ins. Carrier</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>INC/(DEC)</b>
Property Package	NJSIG	13,934.00	14,367.00	3.1 %
General Liability	NJSIG	9,248.00	8,133.00	(12) %
Electronic Data Processing	NJSIG	1,209.00	1,298.00	7.4 %
Automobile	NJSIG	3,625.00	3,539.00	(2.4) %
Crime	NJSIG	1,690.00	1,690.00	0
Equipment Breakdown	NJSIG	1,193.00	1,359.00	9.8 %
Student Accident	BMI /Bollinger	6,514.00	6,514.00	0
Errors and Omissions	NJSIG	18,760.00	18,385.00	(2) %
Public Official Bonds	Selective Ins. of America	1,872.00	1,872.00	0
Workers Compensation	NJSIG	53,159.00	62,720.00	18 %
Supplemental Indemnity Insurance	BMI Benefits	1,873.00	1,827.00	0

Pollution Legal Liability	Beazley Eclipse	7,620.00	7,848.71	3 %
<b>GRAND TOTAL</b>		<b>120,697.00</b>	<b>129,552.71</b>	<b>7.3 %</b>

- B.4** Motion that the Board of Education approves the transfer of \$400,000 from the Maintenance Reserve account to the Capital Reserve account.
  
- B.5** Motion that the Board of Education in accordance with NJSA 18A:21-2 and NJSA 18A:7G-13, approves the transfer of anticipated excess current expense revenues and /or unexpected appropriations from the 2017-2018 school year to the Capital Reserve account in an amount not to exceed \$500,000.
  
- B.6** Motion that the Board of Education in accordance with NJSA 18A:21-2 and NJSA 18A:7G-13, approves the transfer of anticipated excess current expense revenues and /or unexpected appropriations from the 2017-2018 school year to the Maintenance Reserve account in an amount not to exceed \$500,000.
  
- B.7** Motion that the Board of Education accepts, with appreciation, \$500.00 from the Borough of Brielle for fifth grade students performing community service of cleaning the Brielle Park throughout the school year.
  
- B.8** Motion that the Board of Education approves Hytec Telephone partner program contract for the 2018-2019 fiscal year at a cost of \$3,830.00.

**A motion was made by Mr. LePore and seconded Mr. Ingoglia to move items B.1 through B.8 and carried by a roll call vote of 8-0.**

**C. Buildings and Grounds**

**Roll Call**

- C.1** Motion that the Board of Education approves the following contractors to furnish and install a snow melt system and remove concrete and replace with pavers. Multiple quotes were obtained.

Name	Job	Quote
Long's Air Conditioning & Heating	Furnish and install boiler, piping, thermostat	\$26,123

FJ Pierciey LLC	Preparation of area, install concrete, foam board, tubing. Supervision & coordination	\$10,200
Campanelli Interlocking Pavers	Excavating concrete, prepare area base, install pavers & sand	\$8,920
Zimmerer Electric	Run dedicated circuit to boiler	Not to exceed \$7,000
Total		\$52,243

- C.2** Motion that the Board of Education approves Ron The Floor Guy, LLC to screen and apply two coats of polyurethane to gym and All Purpose room floors, stage and steps at a cost of \$4,200.00. Two quotes were obtained.

**A motion was made by Dr. LaValva and seconded by Mr. Milancewich to move items C.1 and C.2 and carried by a unanimous roll call vote of 8-0.**

**D. Policy Roll Call**

**E. Personnel Roll Call**

- E.1** Motion that the Board of Education approves the following support staff personnel for the 2018-2019 school year:

<i>Name</i>	<i>Position</i>	<i>Salary</i>
Elizabeth Pencinger	Secretary to the Superintendent	\$ 60,770.00
Mary Beth Westrol	Assistant to the Business Administrator	\$ 65,086.43
Nancy Clayton	School Secretary	\$ 45,426.78
Jeanne Egan	School Secretary	\$ 37,418.76
Diane Quigley	CST Secretary	\$ 40,424.48
Edward Slater	Technology Coordinator	\$ 98,243.99
Ray Erickson	Facilities Manager	\$ 91,947.44
Michael Smith	Custodian	\$ 31,052.01
Gary Bishop	Custodian	\$ 35,717.00
Hugo Tobon	Custodian	\$ 30,235.65
Dwain Taylor	Custodian	\$ 37,373.52



Jorge Echeverria	Custodian	\$ 43,581.77
Terri Magliulo	PT Custodian- no benefits	\$ 15.00 per hour/4 hrs per day (July – June)
Karen Cavan	Nurse Aide- no benefits	\$ 30.00 per hour/20 per week

**E.2** Motion that the Board of Education approves the employment contract for Christine Carlson as Superintendent/Principal for the period July 1, 2017 through June 30, 2020.

**E.3** Motion that the Board of Education approves the employment contract for Eileen Gorga as Business Administrator/Board Secretary for the period July 1, 2018 through June 30, 2019.

**E.4** Motion that the Board of Education approves the employment contract for Colin Sabia, Vice Principal /Director of Special Services for the period July 1, 2018 through June 30, 2019.

**E.5** Motion that the Board of Education approves the following Cafeteria aides for the 2017-2018 school year at the hourly rate of \$13.00, 2 ½ hours per day, for 170 days:

Sarah Hoffman	Francine Neff	Renee Princiotta	Valeria Rivera
Susan Sevastakis	Christel Suttten	Susan Fresca-sub	Karen Jansen-sub

**E.6** Motion that the Board of Education approves the following substitute/ summer custodians for the 2017-2018 and 2018-2019 school years, pending criminal history review:

- Frank Biondi
- Joseph Tagliarani

**E.7** Motion that the Board of Education approves the following teacher aides for the 2018-2019 school year at the hourly rates indicated:

<i>Name</i>	<i>Salary</i>
Tracey Bryne	\$ 15.02 per hour/7 hrs per day/185 days
Shirley Carhart	\$ 15.40 per hour/7 hrs per day/185 days

Katie Golding	\$ 15.02 per hour/7 hrs per day/185 days
Taylor Latourette	\$ 15.02 per hour/7 hrs per day/185 days
Jami Menture	\$ 15.40 per hour/7 hrs per day/185 days
Pam Phillips	\$ 14.65 per hour/7 hrs per day/185 days
Stephanie Prol	\$ 15.02 per hour/7 hrs per day/185 days
Peggy Thompson	\$ 15.96 per hour/7 hrs per day/185 days
Kelly Bugliaro	\$ 14.65 per hour/7 hrs per day/185 days
Carrie Siano	\$ 14.65 per hour/7 hrs per day/185 days

**E.8** Motion that the Board of Education approve David Tonzola as Treasurer of School Monies for the 2018-2019 school year at the annual salary of \$3,675.

**E.9** Motion that the Board of Education approves substitute teachers and substitute nurses for the 2018-2019 school year as per attachment 10.E.9.

**E.10** Motion that the Board of Education approves the following after care aides for the 2018-2019 school year.

Name	Rate
Susan Sevastakis	\$14.10
Christel Sutton	\$14.29
Sarah Hoffman- substitute	\$14.00

**E.11** Motion that the Board of Education appoint Eileen Gorga, Business Administrator as the Qualified Purchasing Agent of Brielle School District for the 2018-2019 school year, thereby increasing the district’s bid and quote threshold, and granting her the authority, responsibility and accountability for the purchasing activity of the district and having the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by law.

**E.12** Motion that the Board of Education approves Brian Chiasson as full-time Health and Physical Education teacher for the 2018-2019 school year at step 1BA effective September 1, 2018.

**E.13** Motion that the Board of Education approves the 2018-2019 staff assignments as per attachment 10.E.13.

- E.14** Motion that the Board of Education approves the 2018-2019 ESY staff as per attachment 10.E.14.
- E.15** Motion that the Board of Education approves Michael Fricano as a summer school teacher for one student two hours per day for total of nine days not to exceed 18 hours at a rate of \$41 per hour.
- E.16** Motion that the Board of Education approves Bonnie Devereux and Maria Prendergast as Blazer Academy teachers for ten week program from July 10 – August 8, 2018 at a rate of \$41 per hour not to exceed 2.5 hours per week.
- E.17** Motion that the Board of Education accepts letter of resignation from teacher Carolyn Vescovi effective June 30, 2018, for purposes of retirement.
- E.18** Motion that the Board of Education approves Child Study Team members Lisa Kenny, Adrienne Mahon, and Kristin Solomon to work during the 2018 summer not to exceed twelve days at their per diem rate.
- E.19** Motion that the Board of Education approves Karen Semple, Jennifer Love, Cheryl Shaak, and Sarah Jordan (substitute) to administer Dial-4 (Pearson) Kindergarten screening during the 2018 summer at a rate of \$41.00 per hour.
- E.20** Motion that the Board of Education approves the following teachers to do summer 2018 master scheduling not to exceed 25 hours each at a rate of \$33.00 per hour:

Kelly Cardamone	Elisanne Lembo
Beth O’Reilly	Dana Stover

**A motion was made by Mr. Ingoglia and seconded by Mrs. Dettlinger to move items E.1 through E.20 and carried by a unanimous roll call vote of 8-0.**

- 11. Visitor’s Business** – Visitors are permitted to comment on agenda and non- agenda items at this time. No visitor’s business.
- 12. Discussion**
  - President Colon initiated the discussion regarding the Board and Negotiations attorneys. It was agreed to bring to committee further discussion and recommendations.

- The Board discussed a date and time for a new Board of Education meeting for the CSA summary conference. Monday June 25 at 9 AM is the date that a majority of the Board members can make. The meeting date, time and location will be advertised and posted on the school website, the municipal hall and at the school.
- Mrs. Carlson congratulated Brian Chiasson on being hired and Carrie Siano for being re-hired for next school year.

**13. Payment of Bills**

A motion was made by Dr. LaValva and seconded by Mr. LePore that the Board authorizes payment of the following June 2018 bills and the Secretary is authorized to draw warrants of the Treasurer in the amount of \$999,184.91. Motion carried by a roll call vote of 8-0.

**14. Executive Session**

BE IT RESOLVED that in accordance with the provisions of the Open Public Meetings Act (Act) the Brielle Board of Education shall conduct a closed executive session pursuant to the Personnel and Legal exceptions(s) prescribed by N.J.S.A. 10:4-12 for the purpose of discussing (category to be disclosed if Executive Session is called by the Board President or Superintendent):

BE IT FURTHER RESOLVED that the minutes of the executive session will be released when the need for confidentiality in accordance with N.J.S.A. 10:4-2 no longer applies. There was no Executive Session.

**15. Adjournment**

A motion to adjourn was made by Mrs. Dettlinger and seconded by Mrs. Jones. Meeting adjourned at 6:03 PM.

Respectfully Submitted,

*Eileen Gorga*

Eileen Gorga  
Business Administrator/ Board Secretary