

BRIELLE BOARD OF EDUCATION
Regular Action Meeting Minutes
Brielle, New Jersey
March 23, 2018

1. **Announcement** – There has been adequate notice of this meeting provided by the Board of Education March 22, 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**
Present: Mr. Colon, Mrs. Dettlinger, Mr. Ingoglia, Dr. LaValva, Mr. Milancewich, Mr. Vitale (4:35)
Absent: Mrs. Jones, Mr. LePore, Dr. Myszka Ostberg,

3. **Flag Salute**

4. **Approval of Minutes – Consent**
Motion by Mr. Ingoglia and seconded Mrs. Dettlinger that the Board of Education accept the minutes of the February 21, 2018 Regular Public Meeting. Passed by unanimous consent.

5. **Presentations**
 - **Boy's Basketball – 2018 MCAL League Champions**
 - President Colon, Mrs. Carlson and Coach Labrecque congratulated the boys' basketball team on their accomplishments and presented them with certificates.

Luke Aldi	William Cosgrove	Gavin Paul
Jack Anderson	Ryan Deegan	Robert Pendergist
Ryan Bilello	Nicholas DePaul	Robert Thompson
Jack Burns	Jack Dettlinger	Logan Vitanzo
Ryan Burns	Nicolas Galvan	Patrick Woodford
James Cosgrove	Kellen O'Neill	

 - **Art Education Month**
 - Mrs. Susan Grady showed a video of a day in the Art Room which portrayed different grade levels engaged in art classes.

6. **Visitor's Business** – Visitors are permitted to comment on agenda items only at this time. No comments.

7. Correspondence

- Letter of thanks from GI GO Fund.

8. Committee Reports-

Finance- Mr. Vitale reviewed the 2018-2019 proposed budget and tax levy.

Representative to Manasquan- Mr. Vitale reviewed recent Manasquan district finance and board meeting topics including; 1:1 devices being replaced with a three year lease totaling \$250,000, a proposed schedule change that is generating a lot of opinions from students and board members and is still being discussed.

Curriculum and Programs- no report

Buildings and Grounds- Dr. LaValva reviewed a recent meeting and the agenda items for approval.

Personnel- no report

Negotiations- no report

Policy and Wellness- no report

Community Relations/Board Liaison- no report

9. Administrative Report

April 2018 Drills

HIB Report- Attachment 9.1

School Year 2017-2018

Mrs. Carlson reported on the following:

- *The Little Mermaid* play is tonight and also Saturday afternoon and evening. Mrs. North is a teacher who has volunteered at every practice.
- Special Person's day was last week for the K-4 classes and was a wonderful event.
- The recently held Read Across America included book buddies pair-ups and was a very special program.
- The PTO held a meeting with the Brielle Police and Borough Council to discuss school safety issues. There were many attendees and information disseminated on in-place, in-progress and planned safety measures.

- Police Chief Palmer had a vendor come to the school to look into a glass film that does not allow visibility into the school from outside. Door blockers and cement planters are also being discussed as ways to make the school safer.
- The new drop-off and pick-up routines are now running smoothly.
- Spring Break is next week.
- A calendar adjustment is expected to be on the April agenda to make up for the two snow days this week.
- The gates to block off sections of the school are expected to be installed next week.

10. Action Items

A. Curriculum and Programs

Roll Call

A.1 Motion that the Board of Education approves amendment to February 21, 2018 A.2 Jennifer Love August Reading Institute, August 6-10, 2018, 8:00 am-3:00 pm, Columbia University, NYC, NY to include \$35 parking fee per day for 4 days for a total of \$140.

A.2 Motion that the Board of Education approves the following staff members to attend professional development workshops as listed below:

Staff Member	Conference/Workshop	Cost
Ramsey, Jeannette, Sabia, Colin	Future Ready Schools Regional Certification, February 26, 2018, 8:00am-1:30pm, Bayshore MS, Freehold.	Mileage
Scuttaro, Tina	School Garden Conference, March 23, 2018, 8:15am-2:30pm, Monmouth County Agricultural Building, Freehold, NJ	Fee- \$25.00 + Mileage
Carlson, Christine	NJASA/NJAPSA Spring Leadership Conference, May 16-18, 2018, 8:00am-4:00pm, Harrah's Atlantic City, NJ	\$Fee-\$550, Lodging- \$200, Mileage- \$65.

A.3 Motion that the Board of Education approves Anastacia McCloskey and Kelly Cardamone as advisors to the STEAM Tank Challenge and to be paid a stipend at a rate of \$41.00 per hour, not to exceed 25 hours. The advisors will work with approximately 40 students on a weekly basis to facilitate a school-based MakerFest team.

- A.4** Motion that the Board of Education approves Kristen Hennessy and Nurse Kereth Looney as additional chaperones for the 4th grade trip to the Franklin Institute, Philadelphia PA, which was previously approved on January 25, 2018.
- A.5** Motion that the Board of Education approves Kenneth Yee as an additional chaperone for the 3rd grade field trip to the Liberty Science Center as previously approved on January 25, 2018.
- A.6** Motion that the Board of Education approves Susan Grady as a chaperone for the 6th grade field trip to the Franklin Institute, Philadelphia PA as previously approved on December 20, 2017.
- A.7** Motion that the Board of Education approves the PTO Enrichment program to run April 9, 2018 through June 11, 2018. Sessions will run from 3:05 PM – 4:05 PM one per week for six weeks.

Spring Enrichment Classes

Teacher	Class	Days/Dates
Jami Menture Peter Petosa Kenneth Yee	Chocolate and Cupcake Fun Movie Maker LEGO We Do	Mondays April: 9, 16, 23, 30 May: 7, 14
Jami Menture Peter Petosa Pamela Phillips	Girls Just Want to Dance Cartooning Cook With a Book	Wednesdays April: 11, 18, 25 May: 2, 9, 16
Jami Menture Kenneth Yee	Science Rocks Backgammon	Fridays April: 13, 20, 27 May: 4, 11, 18
Jennifer Love	Just Run	Mondays, Wednesdays, Fridays May: 30th June: 1, 4, 6, 8, and 11

- A.8** Motion that the Board of Education approve Dr. Sajjad Zaidi of Freehold Clinic Diagnostic Center to perform a psychiatric evaluation for one Brielle student at a cost of \$500.00.
- A.9** Motion that the Board of Education approves Nurse Kereth Looney as a replacement chaperone for Kenneth Yee for the first grade field trip to the Robert J. Novins Planetarium at Ocean County College as previously approved on December 20, 2017.

- A.10** Motion that the Board of Education approves Professional Education Services, Inc. to provide home instruction for one Brielle Elementary student at a cost of \$33.00 per hour for two hours per day.

A motion was made by Mrs. Dettlinger and seconded by Mr. Ingoglia to move items A.1 through A.10 and carried by a unanimous roll call vote of 5-0.

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 February 28, 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 February 28, 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 February 28, 2018.
- B.3** Motion that the Board of Education approves the following resolution: Be It Resolved that the tentative budget be approved for the 2018-2019 School Year using the 2018-2019 state aid figures and that the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

Adoption of Tentative Budget

2018-2019

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2018-2019 Total Expenditures	\$14,068,922	169,977	460,000	\$14,698,899
Taxes to be Raised	13,367,062		460,000	\$13,827,062

Adjustment Banked Cap

BE IT RESOLVED that the Brielle Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C 6A:23A-10.3(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$31,924 for the purposes of continuity of education. The district intends to complete said purposes by June 2019.

Adjustment Health Benefits

BE IT RESOLVED that the Brielle Board of Education includes in the proposed budget the adjustment for increases in the costs of health benefits in the amount of \$60,834. The additional funds are included in the base budget and will be used to pay a portion of the additional increases in health benefits.

Required to be Budgeted

BE IT RESOLVED that the Brielle Board of Education appropriate from Unassigned Fund Balance the estimated 6/30/2018 fund balance in excess of 2% in the amount of \$165,661 and this sum be applied to the General Funds in an effort to reduce taxes in the 2018-2019 year.

Travel and Related Expense Reimbursement

WHEREAS, the Brielle 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-7.2 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, a Board of Education may establish, for regular district business travel as defined in NJAC 6A:23A-1.2, which includes attendance at regularly scheduled in-State county meetings, Department or Association sponsored events or in-State professional development activities for which the registration fee does not exceed \$150.00 per employee or board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds \$1,500 in a given school year (July 1 through June 30); and

WHEREAS, the Brielle Board of Education established \$50,000 as the maximum travel amount for the current school year and has expended \$2,407.50 as of this date;

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23A-7.3, to a maximum expenditure of \$50,000 for all staff and board members for the 2018-2019 school year.

And to advertise said tentative budget in the Coast Star newspaper in accordance with the form required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held 605 Union Lane, Brielle School Media Center, New Jersey on April 25, 2018 at 7:00 pm for the purpose of conducting a public hearing on the budget for the 2018-2019 School Year.

A motion was made by Mr. Vitale and seconded Dr. LaValva to move items B.1 through B.3 and carried by a roll call vote of 6-0. (Finance was moved after Mr. Vitale arrived at meeting.)

C. Buildings and Grounds

Roll Call

C.1 Motion that the Board of Education approves Devine Movers to move donated furniture at a cost not to exceed \$6,063.75 plus \$300 for materials. Multiple movers were contacted for quotes.

C.2 Motion that the Board of Education approves the disposal of laptops, printers (attached inventory tag numbers), 25 stools, several broken desks, chairs and tables that are no longer worthy to serve as instructional tools in accordance with Policy 7300 Disposal of Property. Attachment 10.C.2.

- C.3** Motion that the Board of Education approves change order 001 in the amount of \$923.39 for Brielle ES Locker Room Renovations project from Catel, Inc.
- C.4** Motion that the Board of Education approves Mr. Keys to install another door to the fob system and an additional 25 fobs at a cost of \$2,393.75.
- C.5** Motion that the Board of Education approves Corby Associates to perform safety inspections of the two playgrounds at a cost of \$995.00.
- C.6** Motion that the Board of Education approves KLT to perform annual safety maintenance on the APR moving door, bleachers and basketball backdrops at a cost of \$1,925.00.
- C.7** Motion that the Board of Education approves facility use for NJ Rage FastPitch group to use the outside fields as per their application.
- C.8** Motion for the Board of Education, pursuant to N.J.S.A. 18A:18A-22 (a), to reject the two bids received for the Brielle School Exterior Improvements Project. The lowest bid received substantially exceeds the cost estimate for the project.

The bids received are as follows:

Firm	Base Bid	Deduct/ Add Alternate	Total Bid
Catel, Inc	\$148,413	+10,000	\$158,413
Shorelands Construction	\$143,500	-2,000	\$141,500

- C.9** Motion that the Board of Education approves Ackerson Drapery, Inc. to provide and install classroom door shades at a cost of \$5,817.22. Ackerson was the lowest of two quotes obtained and Ackerson is in the ESCNJ co-op for competitive pricing #65MCESCCPS.

A motion was made by Dr. LaValva and seconded by Mrs. Dettlinger to move items C.1 through C.9 and carried by a unanimous roll call vote of 5-0.

D. Policy

Roll Call

E. Personnel**Roll Call**

- E.1** Motion that the Board of Education accepts resignation from teacher Timothy Wharton for purposes of retirement effective May 1, 2018.
- E.2** Motion that the Board of Education approves extension of Brian Chiasson as medical leave physical education teacher at step 1BA effective January 26th, or when available, through June 30, 2018.
- E.3** Motion that the Board of Education approves Elissa Criscuolo as a morning monitor at a rate of \$27.50 per hour.
- E.4** Motion that the Board of Education approves Jen Love as Assistant Track Coach as per BEA contract stipend.
- E.5** Motion that the Board of Education approve Ray Erickson IV as a substitute custodian for the 2017-2018 school year at a rate of \$13.00 per hour.

A motion was made by Mr. Ingoglia and seconded by Dr. LaValva to move items E.1 through E.5 and carried by a unanimous roll call vote of 5-0.

- 11. Visitor's Business** – Visitors are permitted to comment on agenda and non- agenda items at this time. No visitor's business.

12. Discussion**13. Payment of Bills**

A motion was made by Dr. LaValva and seconded by Mr. Ingoglia that the Board authorizes payment of the following March 2018 bills and the Secretary is authorized to draw warrants of the Treasurer in the amount of \$1,397,035.85. Motion carried by a roll call vote of 6-0.

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 Mr. Vitale. Meeting adjourned at 5:10 PM.

Respectfully Submitted,



Eileen Gorga

Business Administrator/ Board Secretary