

BRIELLE BOARD OF EDUCATION
Regular Action Meeting Minutes
Brielle, New Jersey
December 20, 2017

1. **Announcement** – There has been adequate notice of this meeting provided by the Board of Education January 12, 2017 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, Mrs. Jones (7:19), Dr. Stephen LaValva, Mr. Joseph LePore, Mr. Milancewich
Absent: Dr. Myszka Ostberg, Mr. Vitale
Also Present: Mrs. Carlson, Mrs. Gorga

3. **Flag Salute**

4. **Approval of Minutes – Consent**
Motion by Mrs. Dettlinger that the Board of Education accept the minutes of the November 15, 2017 Regular Public Meeting. Passed by unanimous consent.

5. **Presentations**
 - Michael Mastropasqua, Account Manager ICF International, presenting Pay for Performance program.

6. **Visitor’s Business** – Visitors are permitted to comment on agenda items only at this time. None.

7. **Correspondence-** none

8. **Committee Reports-**
Finance- no report
Representative to Manasquan- no report
Curriculum and Programs- Mrs. Dettlinger reviewed results of the recent meeting including topics of report cards and honor roll.
Buildings and Grounds- Mr. Milancewich reported on the recent meeting which reviewed agenda items.
Personnel- no report
Negotiations- no report

Policy and Wellness- no report

Community Relations/Board Liaison- no report

9. Administrative Report

December, January 2017 Drills

HIB Report- Attachment 9.1

No HIB investigations

School Year 2017-2018

Mrs. Carlson reported on the following:

- The winter concert was a great success and Mr. Prol and Mrs. Musso did a wonderful job leading the students.
- Peer Leaders were trained at Manasquan High School this week along with the other sending districts.
- Karen Dettlinger was recognized by Monmouth County as a Secondary Educator of the Year.
- Mrs. Carlson shared holiday greeting with the Board of Education.

10. Action Items

A. Curriculum and Programs

Roll Call

A.1 Motion that the Board of Education approves the Board of Education meeting calendar for the 2018 year and the January 2019 organization meeting as per attachment 10.A.1.

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 |
|---|---|-----------------------------------|
| Kelly Cardamone, Anastacia McCloskey | MakerFest Challenge Planning Meeting, December 13, 2017, 12:00pm-3:00pm, Spring Lake Heights School, Spring Lake Hts., NJ | Mileage |
| Christine Carlson, Colin Sabia | MHS In-Service Day w/Steve Barkley, December 5, 2017, 9:00am-12:00pm, MHS, Manasquan, NJ | Mileage |
| Lisa Matter | Enhancing Students' Success in Math, January 9, 2018, 8:00am-3:30pm, Freehold, NJ | \$239.00, Mileage |
| Jillian McAlary, Caitlin Pinnella | Making the Most of Your ELA Block, January 9, 2018, 8:00am-3:30pm, Monroe, NJ | \$135.00= \$270.00, Mileage |

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| Kelly Cardamone | Put a Little NGSS in your Life Sciences Class!, January 16, 2018, 8:00am-3:30pm, Brookdale at Wall | Mileage |
| Tina Scuttaro | PowerSave Schools Workshop, January 17, 2018, 8:00am-2:00pm, Wall Township, NJ | Mileage |
| Peter DeBenedetto, Anastascia McCloskey | FLIP OUT with Flipgrid, January 18, 2018, 8:00am-3:30pm, Brookdale at Wall | Mileage |
| Marissa North, JoAnn McWilliams | Reading Strategies that Tackle Informational Texts (6-12), January 19, 2018, 8:00am - 3:30pm, Monroe, NJ | \$135.00= \$270.00, Mileage |
| Elisanne Lembo, Peter Petosa | Using Technology in History Class, January 25, 2018, 8:00am-3:30pm, Brookdale at Wall | Mileage |
| Darlene Finkenauer, Jean Lohmann, Caitlin Pinnella, Karen Semple | Strategies for Helping Struggling Learners Experience Success in LA, January 26, 2018, 8:00am-3:30pm, Brookdale at Wall | Mileage |
| Lisa Paoella | Building a Conceptual Understanding of Fractions in Elementary Math, January 31, 2018, 8:00am-3:00pm, Brookdale at Wall | Mileage |
| Erin Coughlan, Alison Crowley, Taylor Latourette | Connecting Math and Literacy-An Essential Partnership, February 2, 2018, 8:00am-3:30pm, Brookdale at Wall | Mileage |
| Lori Kern | Activities to Engage/Motivate Math Students, February 7, 2018, 8:00am-3:30pm, Brookdale at Wall | Mileage |
| Matthew Fallon | 3D Design & Printing, February 8, 2018, 8:00am-3:30pm, Brookdale at Wall | Mileage |
| Peter DeBenedetto | Cool Tools for Organizing a Digital Classroom, February 20, 2018, 8:00am-3:30pm, Brookdale at Wall | Mileage |
| Michael Fricano, Tina Scuttaro | Developing a Growth Mindset, February 26, 2018, 8:00am -3:30pm, Monroe, NJ | \$135.00= \$270.00, Mileage |
| Kelly Cardamone, Anastacia McCloskey | MakerFest Challenge Planning Meeting, January 18, 2018, 12:00pm-3:00pm, Spring Lake Heights School, Spring Lake Hts., NJ | Mileage Travel |

- A.3** Motion that the Board of Education approves reimbursement to Manasquan School District for a part time aide for one Brielle high school student from November 15, 2017 through June 20, 2018 at a total cost of \$7,878.47.
- A.4** Motion that the Board of Education approves the Business Administrator to submit grant applications related to and/or administrated by the Sustainable Jersey for School organization.

- A.5** Motion that the Board of Education approves Central Regional School District to provide the following buses and rates for school trips.

| Date | Trip | Cost /bus | Total Cost |
|-------------|-----------------------------|------------------|-------------------|
| 3/1/2018 | Franklin Institute, PA | \$460.00 | \$920.00 |
| 3/23/2018 | Planetarium, Toms River, NJ | \$289.00 | \$578.00 |

- A.6** Motion that the Board of Education amends August 23, 2017 approval for one student to attend Jackson to include ESY aide cost of \$878.74 and regular year aide cost of \$14,263.20. Amended tuition rate is \$14,210.50.
- A.7** Motion that the Board of Education approves 30 7th and 8th grade Peer Leadership students, chaperoned by Mrs. O'Reilly, Ms. Mahon, and Mrs. Looney to the First Presbyterian Church in Manasquan. Students will be transported by parents and will remain for the day. Students will train elementary peer leader students. There is no cost to the students or the Board of Education.
- A.8** Motion that the Board of Education approves 30 7th and 8th grade students, chaperoned by Mrs. O'Reilly and Ms. Mahon to Care One at Wall. Students will sing Christmas carols and do a craft with the residents at Care One. Students will leave the school at 9:30 am and return to school at 11:30 am. There is no cost to the students and the cost to the Board of Education is \$225.00 for transportation.
- A.9** Motion that the Board of Education amends the November 15, 2017 approval of the Annual Review of Memorandum of Agreement with Law Enforcement for the 2017-2018 school year to include LiveStreaming and authorizes submission to the New Jersey Department of Education.
- A.10** Motion that the Board of Education approves 65 seventh grade students to go to Manasquan High School for Starlab. Teachers Ms. Hyland and Ms. Barra are chaperoning. The Board of Education is paying \$450 transportation cost for two buses.
- A.11** Motion that the Board of Education approves Mrs. Thompson to accompany one student for a field trip to a local store. Superintendent Carlson will be

transporting both student and teacher. There is no cost to the student or the Board of Education.

- A.12** Motion that the Board of Education approves 64 sixth grade students and teacher chaperones Mr. Petosa, Ms. McWilliams, Ms. Matter, Nurse Looney, Ms. Andre, Ms. Finkenauer, and Mr. Mahon for a class trip to the Franklin Institute, Philadelphia, PA. Student cost is \$18.00 each and each will bring a bag lunch. The Board of Education will pay \$790.00 transportation cost for two buses.

- A.13** Motion that the Board of Education approves 45 first grade students, nine class parents, and teacher chaperones Ms. Prendergast, Ms. Devereux, Ms. York, Ms. Golding, and Mr. Yee for a class trip to the Robert J. Novins Planetarium at Ocean County College, Toms River, NJ. Students will pay \$8.00 each and bring a bag lunch. The Board of Education will pay \$578.00 transportation cost for two buses.

- A.14** Motion that the Board of Education approves Mrs. Thompson to accompany one student for a field trip to local establishments as part of Life Skills instruction. Superintendent Carlson will be transporting both student and teacher. There is no cost to the student or the Board of Education.

- A.15** Motion that the Board of Education approves an AT Assessment for a fourth grade student to be completed by TECH Connection at a cost not to exceed \$600.00.

- A.16** Motion that the Board of Education approves the PTO Winter Enrichment program for the period January 3, 2018 through February 26, 2018 at a rate of \$41 per hour for the staff members listed below. The PTO will reimburse the district for the cost of these sessions. Each session will run from 3:05 pm to 4:05 pm one day per week for six weeks.

Winter Enrichment Classes

| Teacher | Class | Days/Dates |
|---------------|-----------------------------|--|
| Sarah Jordan | Get Up & Move | Mondays January: 8th, 22nd, 29th February 5th, 19th and 26th |
| Jennifer Love | Board Games | |
| Jami Menture | Chocolate and Cupcake Fun | |
| Peter Petosa | Adobe Photoshop - Beginners | |
| Sarah Jordan | Puzzlemania | Wednesdays January: 3rd, 10th, 17th, 24th, & 31st |
| Jennifer Love | Judge and Jury | |
| Jami Menture | Girls Just Want to Dance | |
| Anthony Mahon | American Sign Language | |

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| Jillian McAlary | | February 7th |
| Peter Petosa | Adobe Photoshop - Advanced | |
| Pamela Phillips | Cook With a Book | |
| Sarah Jordan | Typing Fun | Fridays January: 5th, 12th, 19th, 26th February: 2nd, and 9th |
| Jennifer Love | Go Noodle | |
| Jami Menture | Science Rocks | |
| Peter Petosa | Movie Maker | |

- A.17** Motion that the Board of Education approves Tim Prol to run a morning jazz band to be funded by the PTO for up to \$500.00.

- A.18** Motion that the Board of Education approves a transportation jointure agreement with Point Pleasant Beach School District to transport two Brielle students to the Douglas Developmental Center, New Brunswick for the 2017-2018 school year effective January 2, 2018, on route PPB#5 at a cost of \$425 per diem and a cost of \$212.50 per diem for extra runs as needed.

A motion was made by Mrs. Dettlinger and seconded by Mr. LePore to move items A.1 through A.18 and carried by a unanimous roll call vote of 7-0.

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 November 30, 2017 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 November 30, 2017 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 November 30, 2017.

- B.3** Motion that the Board of Education accepts the Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2017, and the Auditor’s Management

Report prepared by Robert A. Hulsart & Company and authorizes its submission to the New Jersey Department of Education and notes that there are no audit exceptions.

- B.4** Motion that the Board of Education approves purchase of Activity Chair for one special education student from Rifton Equipment at a cost of \$3,612.75. Chair is for exclusive use of student and will reside at the out of district school and be part of the Brielle School District asset inventory.

A motion was made by Mr. Ingoglia and seconded by Dr. LaValva to move items B.1 through B.4 and carried by a roll call vote of 7-0.

C. Buildings and Grounds

Roll Call

- C.1** Motion that the Board of Education approves disposal of information sign that has no useful purpose or value in accordance with Policy 7300 Disposal of Property. The sign will be donated to the Borough of Brielle for the Library.
- C.2** Motion that the Board of Education approves Creative Financial Strategies to use a classroom on February 22 & 28 and March 1 & 8, 2017 for financial seminars. Seminar proceeds will be donated to the school.
- C.3** Motion that the Board of Education approves Classic Sports Floors to screen, abrade, clean and apply VOC finish to All Purpose Room and Gym at a cost of \$2,600. MRESC co-op vendor # 15/16-65.
- C.4** Motion that the Board of Education approves Energy Squared, LLC to provide an engineering survey and application support for the Pay for Performance grant at a cost of \$16, 800.00. Pay for Performance grant will reimburse \$8,250.00 of the cost.
- C.5** Motion that the Board of Education approves Tokarski Millemann Architects to prepare and submit bid documents for snow melt/ paver project.
- C.6** Motion that the Board of Education approves replacement of the fire alarm panel by Red Hawk Fire & Security at a cost of \$12,755.00. Three quotes were obtained.

A motion was made by Mr. Milancewich and seconded by Mr. LePore to table items C.2 and C.5, to move items C.1, C.3, and C.4 and to add and move item C.6 and carried by a unanimous roll call vote of 7-0.

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| D. | Policy | Roll Call |
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| E. | Personnel | Roll Call |
| E.1 | Motion that the Board of Education amends approval to correct salary for Katie Golding (replacement teacher for Lisa Paolella) from \$125 per day to \$200 per day per past practice from November 6 through December 8, 2017. | |
| E.2 | Motion that the Board of Education approve extension of medical leave for teacher Lisa Paolella from December 11 to December 22, 2017. | |
| E.3 | Motion that the Board of Education approve extension of Katie Golding as medical leave teacher replacement from December 12 to returning to work January 2, 2018. | |
| E.4 | Motion that the Board of Education approve extension of Carrie Siano as Teacher Assistant, Grade 1 replacement from December 12 through December 22, 2017. | |
| E.5 | Motion that the Board of Education approve the placement of Sarah Hudson, attending Ocean County College, with Sarah Jordan and Jennifer Love to fulfill 30 hours of classroom observations as part of obtaining certification as a Teacher Assistant. | |
| E.6 | Motion that the Board of Education approves Alana Dunn as a substitute teacher for the 2017-2018 school year, pending criminal history review. | |
| E.7 | Motion that the Board of Education approves Curtis Jenkins as a substitute custodian for the 2017-2018 school year, pending criminal history review. | |
| E.8 | Motion that the Board of Education approves Tim Wharton for medical leave with pay effective Monday December 11, 2017 through Monday April 30, 2018. | |
| E.9 | Motion that the Board of Education approves Susan Sevastakis as an aide during PTO winter enrichment for one special education student for two hours per week at a rate of \$14.00 per hour. | |

A motion was made by Mr. Ingoglia and seconded by Mrs. Dettlinger to move items E.1 through E.9 and carried by a roll call vote of 7-0.

11. Visitor's Business – Visitors are permitted to comment on agenda and non- agenda items at this time.

- Ms. Gorman, 13 Chestnut Ct, asked a question about special services.

12. Discussion

- The Board members discussed the letter sent from the state regarding appointing a liaison to Manasquan School District and who should be the liaison.

A motion was made by Mrs. Dettlinger and seconded by Mr. Ingoglia to name Eliot Colon as the liaison to Manasquan. The vote was 6-0-1 with Dr. LaValva abstaining from the vote.

- Mr. Colon stated that a goal for 2018 should be to eliminate uncertainty and developing a 5-10 year facility plan will start the process.
- Mr. Colon shared his recent interactions with other districts' board members.
- Mrs. Dettlinger mentioned the board goals and that they should be reviewed as and revised and asked the board members to review them before the next board meeting.

13. Payment of Bills

A motion was made by Dr. LaValva and seconded by Mrs. Dettlinger that the Board authorizes payment of the following December 2017 bills and the Secretary is authorized to draw warrants of the Treasurer in the amount of \$1,284,174.22. Motion carried by a roll call vote of 7-0.

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 not an Executive Session.

15. Adjournment

**A motion to adjourn was made by Mrs. Dettlinger and seconded by Mrs. Jones.
Meeting adjourned at 8:33 PM.**

Respectfully Submitted,

Eileen Gorga

Eileen Gorga
Business Administrator/ Board Secretary