

BRIELLE BOARD OF EDUCATION
Regular Action Meeting Minutes
Brielle, New Jersey
April 26, 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**
Mr. Colon, Mrs. Dettlinger, Mr. Ingoglia, Dr. Stephen LaValva, Mr. Joseph LePore, Mr. Milancewich, Dr. Myszka Ostberg, Mr. Vitale
Absent: Mrs. Jones
Also Present: Mrs. Carlson, Mrs. Gorga

3. **Flag Salute**

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

5. **Presentations**
2017-2018 Budget Presentation- Mrs. Carlson and Mrs. Gorga presented the 2017-2018 Brielle School budget. The PowerPoint presentation is on the Brielle School web site.

6. **Visitor’s Business** – Visitors are permitted to comment on agenda items only at this time.
 - Mr. Brian Finnegan asked about the Manasquan High School tuition adjustment in the 2017-2018 budget.

7. **Correspondence- none**

8. **Committee Reports-**

Finance- Completion of the budget and tonight’s budget presentation.

Representative to Manasquan- Mr. Vitale reported that the Manasquan Board of Education meeting is postponed until May 2nd. The previous meeting’s discussion included a presentation on the Manasquan report card results. The presentation

reported Manasquan scores compared to peer districts and the impact of block scheduling on the scores.

Curriculum and Programs- Mrs. Dettlinger reported that a meeting will be scheduled soon.

Buildings and Grounds-Mr. Milancewich reported on that two project bids are advertised and another is being advertised this Thursday.

Personnel- no report

Negotiations- Mr. Milancewich reported that negotiations are going well and a meeting with the teachers is being scheduled for next week.

Policy and Wellness- Mr. Ingolia reported that there are several policies on the agenda for a first and second reading. Most of the revisions were mandated by law and statute changes and were word changes.

Community Relations/Board Liaison- Mrs. Dettlinger reported that the Spring Board of Education newsletter went out to parents today.

9. Administrative Report

April, May and June 2017 Drills

Mrs. Carlson reported on the following:

- Earth week is this week and Walk to School day is scheduled for Friday. The Coast Star took a picture of Brielle students who wore green for Earth week.
- Teacher appreciation week is next week and the PTO has activities planned for the week. One of the activities is a "write a letter to your teacher" event for the K-5 students. Grades 6-8 are making banners for the teachers.
- PARCC testing will be completed in May.
- May and June are very busy months at the school and it is important to finish on a good note.
- The Kitchen tour is Friday May 12 and the link for ticket information is on the BEF web site.
- The PTO is having a plant sale and order forms are available in the main office.
- Brielle Bagels is having an AED fundraiser on Saturday April 29 and teachers and administrators are working the counter. 100% of the money made Saturday goes to the Brielle School.

10. Action Items

A. Curriculum and Programs

Roll Call

A.1 Motion that the Board of Education approves the following staff members to attend professional development workshops/conferences as listed below:

Staff Member	Conference/Workshop	Cost
Eileen Gorga	NJASBO Annual Conference, June 7-8, 2017, 9 AM – 5 PM, Atlantic City, NJ	Fee \$275.00, lodging \$129, plus mileage
Eileen Gorga, Colin Sabia	MOCSSIF Annual Training Seminar, May 5, 2017, 9:30 AM- 3:00 PM, Red Bank, NJ	No fee, mileage
Madaly Jones (board member), Eileen Gorga	Strauss Esmay Educational Policy & School Law Seminar, June 2, 2017, 9:00 AM- 2:00 PM, Brookdale College, Lincroft, NJ	No fee, mileage

A.2 Motion that the Board of Education approves the planned PTO Winter Enrichment program for the period of March 22, 2017 through May 19, 2017 at a rate of \$41 per hour for the staff members listed. The PTO will reimburse the District for the cost of these sessions.

Title Of Course	Instructor	Times
Young Architects	Hellman	Wed 3:05 to 4:05
Young Yogis	Hellman	Thurs 3:05 to 4:05
Young Yogis	Hellman	Fri 3:05 to 4:05
Photoshop Beginners	Petosa	Wed 3:05 to 4:05
Photoshop Advanced	Petosa	Thurs 3:05 to 4:05
Movie Maker	Petosa	Friday 3:05 to 4:05
Just Run	Love	Fri 3:05 to 4:05
Lego We Go	Yee	Wed 3:05 to 4:05
Backgammon	Yee	Thurs 3:05 to 4:05
Young Yogis	Crowley	Wed 3:05 to 4:05
Scrapbooking	Crowley	Thurs 3:05 to 4:05
Dance Party	Crowley	Fri 3:05 to 4:05
Intro to Cheering	Stover	Wed 3:05 to 4:05
Cupcakes	Menture	Wed 3:05 to 4:05
Cupcake Decorating	Menture	Thurs 3:05 to 4:05
Fun with Chocolate	Menture	Fri 3:05 to 4:05

- A.3** Motion that the Board of Education approves Ms. Krozser, Manasquan district teacher, to provide Wilson training twice per week at \$50 per session for one Brielle high school student attending Manasquan High School.
- A.4** Motion that the Board of Education amend item A.11 10/19/2016 meeting approval of unpaid leave of absence for teacher Ann Sullivan in accordance with the New Jersey Family Leave Act to the following dates; April 10-13, 2017.
- A.5** Motion that the Board of Education approves trip for eighteen grade 6,7,8 students to attend an interscholastic competition at Carl W. Goetz Middle School on May 24, 2017 leaving Brielle School at 2:00 pm returning at 7:00 pm. Chaperone is Ms. Cardamone. Parents are transporting students and there is no cost to students. The Board of Education is paying the \$65.00 registration fee.
- A.6** Motion that the Board of Education approves Allan Wolf of Loyd Artists as an assembly presenter on May 2, 2017 at a cost of \$1,500 and the cost of two nights lodging to be determined.
- A.7** Motion that the Board of Education approves agreement with Silvergate Prep, Brick NJ to provide up to five hours of home instruction at a rate of \$33.00 per hour beginning March 23, 2017 to one Brielle Elementary student who is in attendance.
- A.8** Motion that the Board of Education approves a parental contract for transporting one Brielle student to Rugby School, Wall NJ, beginning July 1, 2016 through June 30, 2017 at a per diem cost of \$26.85, pending student attendance, not to exceed \$5,719.05.
- A.9** Motion that the Board of Education approves 2017 Extended School Year program schedule to run from July 5 through August 8, 2017 as per Attachment 10.A.9.
- A.10** Motion that the Board of Education approves Brielle Recreation program to use the Brielle School daily 9:00 AM – 12:00 PM beginning June 26, 2017 through August 8, 2017.

- A.11** Motion that the Board of Education approves Nicole DeStafano to perform speech evaluations until June 30, 2017 at a rate of \$100 per 60 minute evaluation.
- A.12** Motion that the Board of Education amends January 18, 2017 item A.1 approval to rescind Ms. McKennedy, as a chaperone and add Ms. Golding, Ms. Thompson, Ms. Sarnasi, and Ms. Carhart as chaperones for the May 2, 2017 4th grade trip.
- A.13** Motion that the Board of Education approves Advancing Opportunities to provide one Brielle special education student with five hours of training at a cost of \$150.00 per hour plus travel charges of \$60 per hour.

A motion was made by Mrs. Dettlinger and seconded by Dr. Myszka Ostberg to move items A.1 through A.13 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 March 31, 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 March 31, 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 March 31, 2017.
- B.3** Motion that the Board of Education approves the following resolution: Whereas the Brielle Board of Education adopted a tentative budget on March 15, 2017 and submitted it to the Executive County Superintendent of Schools for approval, and

Whereas, the tentative budget was approved by the Executive County Superintendent of School on April 10, 2017, and

Whereas the tentative budget was advertised in the legal section of the Coast Star on April 13, 2017 and

Whereas the tentative budget was presented to the public during a public hearing on April 26, 2017, and

Whereas the Brielle Board of Education requests the approval of an adjustment in the proposed budget for increase in health costs in the amount of \$0 and an adjustment in the proposed budget for increase in banked cap in the amount of \$0, and

Whereas the Brielle Board of Education requests a withdrawal from Maintenance Reserve in the amount of \$326,063 for necessary and essential repairs to the Brielle Elementary School and other maintenance projects included in the district's Maintenance Plan, and a withdrawal from Emergency Reserve in the amount of \$0 for, and

Be it Resolved that the Brielle Board of Education hereby adopts the 2017-2018 budget and that there should be raised in for the General Fund \$13,014,024 and for Debt Service \$479,800.

	General Fund	Special Revenue Fund	Debt Service Fund	Total
2017-2018 Total Expenditures	\$13,786,486	\$153,975	\$479,800	\$14,420,261
Less: Anticipated Revenue	\$772,462	\$153,975	0	\$926,437
Taxes to Be Raised	\$13,014,024		\$479,800	\$13,493,824

1. Whereas that 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, NJAC 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 School 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; and

Whereas, the Brielle Board of Education establishes \$50,000 as the maximum travel amount for the current school year and has expended \$4,087.53 as of March 31, 2017, now

Therefore, be it resolved that the Board of Education approves travel and related expense reimbursements in accordance with NJAC 6A:23B-1.2(b), to a maximum expenditure of \$50,000 for all staff and board members for the 2017-2018 School Year.

2. Resolved that the amount required for school purposes in the Brielle Board of Education for the 2017-2018 school year is \$13,493,824 and is required to be levied for school district purposes, and recommend that the Board of Education adopt the tax levy payment schedule for the 2017-2018 school year and authorize the Business Administrator/Board Secretary to submit the schedule to the Municipal Clerks of the Borough of Brielle for the collection of the local school district taxes for school district purposes.

TAX PAYMENT SCHEDULE					
Brielle School District					
TAXES TO BE RECEIVED:		\$13,493,824			
GENERAL FUND		\$ 13,014,024			
DEBT SERVICE:		\$479,800			
2017- 2018 District Tax					
DUE DATE	TYPE OF TAXES	STATUTORY REQUIREMENTS	AMOUNT RECEIVED	DATE RECEIVED	BALANCE DUE
2017					
July 31,	CURRENT	2,169,004.00			
Sept 1,	DEBT SERVICE	39,900.00			
Sept 1,	CURRENT	2,169,004.00			
Nov 1,	CURRENT	2,169,004.00			
2018					
Jan 1,	DEBT SERVICE	439,900.00			
Jan 1,	CURRENT	2,169,004.00			
Mar 1,	CURRENT	2,169,004.00			
May 1,	CURRENT	2,169,004.00			
TOTALS		13,493,824			

A motion was made by Mr. Vitale and seconded by Mr. LePore to move items B.1 through B.3 and carried by a unanimous roll call vote of 8-0.

C. Buildings and Grounds

Roll Call

- C.1** Motion that the Board of Education approves Shore Crush’s facility use application to use the softball field on July 8 & 9, 2017 from 8:00 am- 8:00 pm.
- C.2** Motion that the Board of Education approves Nick Catania’s facility use application to use the All Purpose Room and Gymnasium from 1 pm- 5 pm July 10-14, 2017 and July 17-21, 2017 for a basketball camp.
- C.3** Motion that the Board of Education approves Northeastern Interior Services, LLC to remove two sinks and install new piping and counter top in room 56 at a cost of \$5,072. 00 (MRESC co-op bid). Second quote obtained for \$7,900.00 and third quote, no response.

- C.4** Motion that the Board of Education approves Bob Golom Plumbing & Heating to remove two sinks and plumbing in room 28 and replace with a counter at a cost of \$2,600.00. Second quote obtained \$3,687.50 and third quote, no response.
- C.5** Motion that the Board of Education approves Falkinburg Tree Experts to prune flowering cherry trees at a cost of \$1,000 and remove 3 cherry trees with stumps at a cost of \$1,275. Trees were identified as dangerous as per an evaluation. Second and third quote requests were no response/no quote respectively.

A motion was made by Mr. Milancewich and seconded by Mr. LePore to move items C.1 through C.5 and carried by a unanimous roll call vote of 8-0.

D. Policy

Roll Call

- D.1** Motion that the Board of Education approves the following policies and regulations on the Second Reading:

Policy / Regulation #	Policy / Regulation Name
Policy 2460	Special Education (M) (Revised)
Regulation 2460	Special Education (M) (Revised)
Regulation 2460.1	Special Education – Location, Identification, and Referral (M) (Revised)
Regulation 2460.8	Special Education – Free and Appropriate Public Education (M) (Revised)
Regulation 2460.9	Special Education – Transition from Early Intervention Programs to Preschool Programs (M) (Revised)
Regulation 2460.15	Special Education – In-Service Training Needs for Professional and Paraprofessional Staff (M) (New)
Policy 2467	Surrogate Parents and Foster Parents (M) (Revised)
Regulation 2460.16	Special Education- Instructional Material to Blind or Print Disabled Students (M) (No revision required/ Readopt)

- D.2** Motion that the Board of Education approves the following policies and regulations on the First Reading:

Policy / Regulation #	Policy / Regulation Name
0000.02	Introduction (M) (Revised)
Policy 2415.06	Unsafe School Choice Option (M) (Revised)
Policy 2464	Gifted and Talented Students (M) (Revised)

Policy 2622	Student Assessment (M) (Revised)
Policy 3160	Physical Education (M) (Revised)
Regulation 3160	Physical Education (M) (Revised)
Policy 4160	Physical Education (M) (Revised)
Regulation 4160	Physical Education (M) (Revised)
Policy 5116	Education of Homeless Children (Revised)
Regulation 5116	Education of Homeless Children (Revised)
Policy 8350	Records Retention (New)

A motion was made by Mr. Ingolia and seconded by Dr. Myszka Ostberg to move items D.1 through D.2 and carried by a unanimous roll call vote of 8-0.

E. Personnel

Roll Call

- E.1** Motion that the Board of Education approve staff members for the 2017-2018 school year as per attachment 10.E.1. subject to negotiations. Step listed for each teaching staff member is the individual’s current step.
- E.2** Motion that the Board of Education approves Michelle Bellusci as a substitute nurse, pending criminal history review.
- E.3** Motion that the Board of Education approves Amie Barra as a substitute teacher for homework club and BEST programs.
- E.4** Motion that the Board of Education accepts resignation for purposes of retirement from Beth Creighton effective June 30, 2017.
- E.5** Motion that the Board of Education approves Amanda Davenport as a substitute teacher pending criminal history review.
- E.6** Motion that the Board of Education approves Aileen Matt to provide one hour of OT therapy per week at a rate of \$54.08 per hour (salary prorated), after school, for one Brielle student until June 30, 2017.
- E.7** Motion that the Board of Education approves Phyllis Penkethman to provide 75 minutes of speech therapy per week at contracted rate of \$75.00 per hour, after school, for one Brielle student until June 30, 2017.

- E.8** Motion that the Board of Education approves three month medical leave for 4th grade teacher Mary McKennedy beginning April 24, 2017 through June 30, 2017 and returning to work August 30, 2017.
- E.9** Motion that the Board of Education approves Katie Golding to teach 4th grade beginning April 24 through June 30, 2017 at step 1BA prorated.
- E.10** Motion that the Board of Education approves Carrie Siano as a temporary instructional aide from April 27, 2017 through June 30, 2017 at a rate of \$13.94 x 7 hours per day, no benefits.
- E.11** Motion that the Board of Education approve Alice Kavanagh as a temporary instructional aide from May 1, 2017 through June 30, 2017, at a rate of \$13.94 per hour/ 7 hours per day with single benefits.
- E.12** Motion that the Board of Education approves a change in the substitute rate to \$125 per day for Sheila Sarnasi to work with a special needs student beginning April 24, 2017 through June 30, 2017.

A motion was made by Mr. Ingoglia and seconded by Mrs. Dettlinger to move items E.1 through E.12 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**
- 13. Payment of Bills**
A motion was made by Mr. Vitale and seconded by Dr. Myszka Ostberg that the Board authorizes payment of the following April 2017 bills and the Secretary is authorized to draw warrants of the Treasurer in the amount of \$1,326,060.97 and carried by a unanimous 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 Mr. Ingoglia and seconded by Mrs. Dettlinger. Meeting adjourned at 8:17 PM.

Respectfully Submitted,



Eileen Gorga

Business Administrator/Board Secretary