

BRIELLE BOARD OF EDUCATION
Regular Action Meeting Minutes
Brielle, New Jersey
July 20, 2016

1. **Announcement** – There has been adequate notice of this meeting provided by the Board of Education January 14, 2016 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. Hendricks, Mr. Ingoglia, Mrs. Jones, Dr. Myszka Ostberg (7:01 pm), Mr. Pierciey, Mr. Vitale
Absent: Mr. Milancewich
Also Present: Mrs. Carlson, Mrs. Gorga

3. **Flag Salute**

4. **Approval of Minutes** – Consent
Motion by Mr. Hendricks and seconded by Mrs. Dettlinger that the Board of Education accept the minutes of the June 15, 2016 Regular Public Meeting and Executive Meeting. Passed by unanimous consent.

5. **Presentations-** none

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

7. **Correspondence-** none

8. **Committee Reports-**
Finance- Mr. Vitale reported on the recent finance committee meeting. Mr. Vitale believes that the 2016-2017 fiscal year will work out well and that Brielle is fortunate to be able to complete a significant number of projects and keep within the 2% tax levy cap.

Curriculum and Programs- Mr. Hendricks reported on a recent curriculum and programs meeting which will result in follow-up meetings with administration.

Buildings and Grounds- Mr. Pierciey reported on a recent B&G meeting to review an Eagle Scout project to reform the small courtyard. The approval is on tonight's agenda.

Representative to Manasquan- Mr. Vitale reviewed Tuesday's Manasquan BOE meeting. Mentioned was a new hire that was made from within resulting in no increase in headcount.

Personnel- Mr. Ingoglia reported on a recent personnel meeting where the new Media Specialist was discussed as well as Merit Goals completion reports. These items are on tonight's agenda for approval.

Negotiations- Mr. Colon reported that there is a tentative meeting scheduled for September to begin discussions for the next BEA contract.

Policy and Wellness- Mrs. Jones reviewed the latest new and revised policies on the agenda for a first reading. The committee discussion was mainly about two new policies. Many of the policy revisions are word changes or state re-codifications resulting in code number changes. The committee discussed the new law requiring cards for bus drivers regarding special needs students and decided that all students will have the cards so as not to identify special needs students.

Community Relations/Board Liaison- Mr. Colon discussed the upcoming 100 year anniversary of Brielle School and that a committee is being formed to plan celebrations.

9. Administrative Report

Mrs. Carlson reported on the following:

- Tonight Mrs. Carlson met with the Personnel committee to tell them about a fantastic candidate for the Media Specialist position.
- Jared Morris's resignation from social studies teacher is on the agenda tonight. As a result, Ms. York is moving to 8th grade social studies, Ms. Love is moving to 4th grade, and Ms. Pinnella is being re-hired to teach 3rd grade.
- Kindergarten enrollment is increasing so a Kindergarten position will be posted. There have been 10 new students enrolled this summer in grades 1-8.
- A lot of summer work is going on in the building; painting, floor waxing, and classroom cleaning. There are also a lot of activities in the school including Recreation programs, ESY, and PTO enrichment classes.

10. Action Items

A. Curriculum and Programs

Roll Call

- A.1** Motion that the Board of Education approves the following special education students to attend 2016-2017 Extended School Year and Regular School Year programs at the schools and cost listed below plus transportation:

# of Students	School	Cost	Regular / ESY (Extended School Year)
1	Memorial School, Howell	\$48,408.00, plus transportation	Regular
1	Princeton Child Development Institute	\$TBD, plus transportation	ESY
1	Princeton Child Development Institute	\$TBD, plus transportation	Regular

- A.2** Motion that the Board of Education rescinds Beth O'Reilly as Extended School Year staff not to exceed 12 hours and approves Lisa Kenny as originally intended.

- 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
Kereth Looney	Pediatric Emergencies, Health Care Training Academy, Somerset, NJ August 24, 2016, 8 am – 4:30 pm	\$89, mileage
Eileen Gorga	Salary Guide Analysis & Structure, NJSBA Labor Relations, Robbinsville, NJ, July 26, 2016, 8:30 am - 2:00 pm	\$75, mileage
Eileen Gorga	School Business Administration & Negotiations Process, Anthony Sciarillo, Esq., Robbinsville, NJ, August 9, 2016, 8:30 am - 2:00 pm	\$75, mileage
Adrienne Mahon	Connecting the Dots: Identifying and Serving Children and Youth Experiencing Homelessness, Princeton Marriott, Princeton, NJ, October 21, 2016, 9:00 am – 4:00 pm.	No fee, mileage only

- A.4** Motion that the Board of Education approves Always Available Physical Therapy, LLC to provide educationally relevant physical therapy services at a rate of \$80 per hour up to six hours per week for up to 24 weeks not to exceed \$11,520.00.

- A.5** Motion that the Board of Education approves amendment and additions to June 15, 2016 Extended School Year staff to include Peg Thompson as a substitute teacher and substitute aide as needed and Child Study Team to include Lisa Kenny and rescind Beth O’Reilly and for a not to exceed 12 days paid on a per diem basis and not 12 hours as previously approved.
- A.6** Motion that the Board of Education accepts the following federal funded allocations and directs the administration to prepare and submit the program applications as required:

Program	Allocation	Budgeted
IDEA Basic ages 3-21	\$121,831	\$107,907
Pre-K IDEA	\$6,422	\$5,423
Total	\$128,259	\$113,330

- A.7** Motion that the Board of Education approves Occupational Therapy Associated of Princeton, LLC to provide an independent therapy evaluation for one student at a cost of \$750.00; Brielle BOE paying \$450 and parent paying \$300.00.
- A.8** Motion that the Board of Education approves membership in the Regional Professional Development Academy for workshop strands for the 2016-2017 school year at a cost of \$1,100.
- A.9** Motion that the Board of Education approves Summit Speech School to provide two sessions per week at a rate of \$150.00 per session for speech services to one Brielle Elementary student for the 2016-2017 school year.
- A.10** Motion that the Board of Education approves paying the following teachers \$27.50 per hour not to exceed five hours to move their classrooms during July/August for the 2016-2017 school year.

J. McAlary	J. Love	L. York
C. Vescovi	J. Lohmann	

- A.11** Motion that the Board of Education accepts \$159,398 in Extraordinary Aid based on the 2015-2016 special education students placed out of district and \$6,071 in Non-public transportation aid for the 2015-2016 based on the October 15, 2015 District Report of Transported Resident Students.

A motion was made by Mr. Hendricks and seconded by Mr. Ingoglia to move items A.1 through A.11 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 June 30, 2016 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 June 30, 2016 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 June 30, 2016.

B.3 Motion that the Board of Education approves the renewal of the following parental transportation contracts for the 2015-2016 extended school year (ESY) program and the 2016-2017 school year.

Alpha School	Extended School Year	\$ 2,250.00
Alpha School	2016-2017 School year	\$ 13,500.00
Point Pleasant High School	Extended School Year	\$ 1,240.00
Point Pleasant High School	2016-2017 School year	\$ 3,100.00
Howell School District	2016-2017 School year	\$ 9,000.00
Rugby School	2016-2017 School Year	\$ 4,833.00

B.4 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 unexpended appropriations from the 2015-2016 school year to the Maintenance Reserve account in the amount not to exceed \$575,000.

B.5 Motion that the Board of Education approves the participation in the Monmouth Ocean Counties Shared Services Insurance Fund (MOCSSIF) which is a fund within the New Jersey Schools Insurance Group for membership from July 1,

2014 through June 30, 2017. This motion is for participation in the 2016-2017 school year.

- B.6** Motion that the Board of Education approves the Beazley ECLIPSE Pollution Insurance Policy for the term of July 1, 2016- June 30, 2017 and agrees to pay the premium of \$7,349.27.
- B.7** Motion that the Board of Education approves the following amendment to the third year of a five year term contract with Café Terias, Inc. Point Pleasant Beach, NJ to provide Food Service Management Services. The Brielle School District shall pay an annual management fee of up to \$4,940. The management fee of \$4,940 shall be paid within (2) weeks after submission of required reports to the Brielle School District. Café Terias, Inc. guarantees that the bottom line on the operational financial report for the school year 2016-2017 will be breakeven or no subsidy to the bottom line of the Brielle School District. If there is a loss, Café Terias, Inc. will subsidize the bottom line of the Brielle School District with up to 100% of their management fee. The Guarantee includes the following conditions; LEA must complete reporting requirements in a timely manner and receive reimbursements; No change in monthly business conditions impacting costs or revenue by more than 10%. This contract begins on September 1, 2016 and ends on June 30, 2017.
- B.8** Motion that the Board of Education approves the renewal of the transportation contract with First Student Transportation, Neptune City, NJ for the 2016-2017 school year at a cost of \$42,370.26 which includes the State approved CPI increase of 0.57%.

A motion was made by Mr. Vitale and seconded by Dr. Myszka-Ostberg to move items B.1 through B.8 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 the termination for convenience of contract with Diamond Construction and approves final payment of \$30,000.00.
- C.2** Motion that the Board of Education approves Classic Floor Refinishing, Inc. to screen, abrade and clean wood floors and apply 2 coats of VOC compliant oil-

modified gymnasium finish to the Gymnasium, All Purpose Room, and Stage floors at a cost of \$5,960. Pricing as per Ed-Data Time & Material Bid.

- C.3** Motion that the Board of Education approves Kempton Sheds to provide a shed for facilities use at a cost of \$4,890.00.
- C.4** Motion that the Board of Education approves Cooper Electric Supply Co. to provide LED replacement fixtures at a cost of \$3,944.00.
- C.5** Motion that the Board of Education approves the following organizations for facility use for the 2016-2017 school year pending receipt and approval of insurance certificate and application.

- Brielle Recreation
- Brielle PTO
- Brielle Mid-Monmouth Basketball
- Manasquan Brielle Little League
- Brielle Boy Scouts/Cub Scouts
- Brielle Girl Scouts/Brownies
- Brielle Men's Basketball

- C.6** Motion that the Board of Education approves Brielle custodians to attend the Tool Box Tuesday Custodial Workshop on July 26, 2016 at Manasquan High School at no cost to the school.
- C.7** Motion that the Board of Education approves Northeastern Interior Services LLC to patch walls and paint six rooms, a hallway, and garage for a total of \$16,950. Pricing as per Ed-Data Time & Material Bid.
- C.8** Motion that the Board of Education approves Innovation Synchronized Time & Communications Systems to provide LCD and LED clocks at a cost of \$3,895.00.
- C.9** Motion that the Board of Education approves Irven Bob Miller, Inc. to provide annual roof top unit maintenance for 25 units and 37 exhaust fans at a cost of \$4,900.00.
- C.10** Motion that the Board of Education approves long-term loan of 10 Singer sewing machines to Manasquan BOE.

C.11 Motion that the Board of Education approves Nick Noe’s “De-Ducking” Eagle Scout project to clear and lay stone in the small courtyard.

A motion was made by Dr. Myszka-Ostberg and seconded by Mr. Ingoglia to move items C.1 through C.11 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 First Reading:

Policy/ Regulation #	Policy / Regulation Name
	CEP Multi-Year Equity Plan Policy and Regulation Guide Updates
P 1140	Affirmative Action Program (M) (Revised)
P 1523	Comprehensive Equity Plan (M) (Revised)
P 1530	Equal Employment Opportunities (M) (Revised)
R 1530	Equal Employment Opportunity Complaint Procedure (M) (Revised)
P 1550	Affirmative Action Program for Employment and Contract Practices (M) (Revised)
P & R 2200	Curriculum Content (M) (Revised)
P 2260	Affirmative Action Program for School and Classroom Practices (M) (Revised)
P & R 2411	Guidance Counseling (M) (Revised)
P & R 2423	Bilingual and ESL Education (M) (Revised)
P 2610	Student Assessment (M) (Revised)
P 2622	Equal Educational Opportunity (M) (Revised)
P 5750	Equal Educational Opportunity (M) (Revised)
P 5755	Equity in Educational Programs and Services (M) (Revised)
	NJAC 6A:9 Recodification to NJAC 6A:9, 6A:9A, 6A:9B and 6A:9C
P 1220	Employment of Chief School Administrator - (Revised)
P 1310	Employment of School Business Administrator/ Board Secretary- (Revised)
R 2414	Programs and Services for Students in High Poverty and in High Need School Districts - (M) (Revised)
P 3111	Creating Positions- (Revised)
P 3124	Employment Contract (Revised)
P 3125	Employment of Teaching Staff - (Revised)
P & R 3126	District Mentoring Program (Revised)
P 3141	Resignation (Revised)
P & R 3144	Certification of Tenure Charges (Revised)
P3159	Teaching Staff Member/School District Reporting Responsibilities (Revised)
P 3231	Outside Employment as Athletic Coach (Revised)
P & R 3240	Professional Development for Teachers and School Leaders (M) (Revised)
P & R 3244	In- Service Training (M) (Abolished)
P 4159	Support Staff Member/ School District Reporting Responsibilities (Revised)

P 5305	Health Services Personnel (Revised)
R 5330	Administration of Medication (M) (Revised)
P 5350	Student Suicide Prevention (Revised)
R 5350	Student Suicide (Revised)
P 9541	Student Teachers/ Interns (Revised)
	Additional Policy and Regulation Guide Updates
P 5339	Screening for Dyslexia (M) (Revised)
P 5514	Student Use of Vehicles on School Grounds (Revised)
R 5514	Student Use of Vehicles (Abolished)
P 7481	Unmanned Aircraft Systems (UAS also known as Drones) (New)
P & R 8441	Care of Injured and Ill Persons (M) (Revised)
P 8454	Management of Pediculosis (New)
P 8630	Bus Driver/ Bus Aide Responsibility (M) (Revised)
R 8630	Emergency School Bus Procedures (M) (Revised)

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

E. Personnel

Roll Call

E.1 Motion that the Board of Education approves the additional teacher aides, lunch aides and substitute lunch aides for the 2016-2017 school year at the hourly rates indicated:

<i>Name</i>	<i>Position</i>	<i>Salary</i>
Pamela Phillips	Teacher Aide	\$ 14.29 per hour/7 hrs per day/185 days
Joanna Kotar	After School Aide	\$ 14.35 per hour/3 hrs per day/ 178 days
Joanna Kotar	Lunch Aide	\$ 12.59 per hour/2.5 hrs per day/173 days
Sue Fresca	Substitute Lunch Aide	\$ 12.59 per hour/2.5 hrs per day as needed
Theresa Karron	Substitute Lunch Aide	\$ 12.59 per hour/2.5 hrs per day as needed

E.2 Motion that the Board of Education approves Karen Cavan as Extended School Year Nurse from June 27, 2016 through August 9, 2016 for three hours per day at a rate of \$47 per hour.

- E.3** Motion that the Board of Education accepts resignation of Laura Phillips from position as a teacher aide for the 2016-2017 school year.
- E.4** Motion that the Board of Education accepts resignation of Jared Morris from position as Social Studies teacher for the 2016-2017 year.
- E.5** Motion that the Board of Education approves Peg Thompson as Extended School Year substitute teacher or substitute aide as needed.
- E.6** Motion that the Board of Education appoint Eileen Gorga, Business Administrator as the Qualified Purchasing Agent of Brielle School District, 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.7** Motion that the Board of Education approves Christina Vannostrand and Kristin Foley as Home Instructors at a rate of \$40.00 per hour as needed for the 2016-2017 school year.
- E.8** Motion that the Board of Education approves the following teacher substitutes, pending criminal history review:

 - Elizabeth Kovats
 - Carrie Siano
 - Lindsay Boland
- E.9** Motion that the Board of Education approves Chris Dalton as a summer custodian, pending criminal history review, at a rate of \$12.00 per hour.
- E.10** Motion that the Board of Education approves Caitlin Pinnella as a Grade three teacher for the 2016 – 2017 school year on step 1MA as per BEA contract.
- E.11** Motion that the Board of Education approves Anastacia McCloskey as Media Specialist for the 2016 – 2017 school year on step 5MA as per BEA contract and pending criminal history review.
- E. 12** Motion that the Board of Education approves Anastacia McCloskey as Dance Chaperone and Home Instruction teacher as per BEA contract rates.

- E.13** Motion that the Board of Education approves Anastacia McCloskey to write 21st Century Skills/ College Career Readiness curriculum at the BEA contract rate not to exceed 20 hours.
- E.14** Motion that the Board of Education approves five additional hours for master schedule team; M. Fallon, J. Love, D. Stover, K. Cardamone.
- E.15** Motion that the Board of Education approves the Merit Goals Results for the Superintendent for the 2015-2016 school year and submit the goal results to the Executive County Superintendent as per attachment 10.E.15.
- E.16** Motion that the Board of Education approves the Merit Goals Results for the Business Administrator for the 2015-2016 school year and submit the goal results to the Executive County Superintendent as per attachment 10.E.16.

A motion was made by Mr. Ingoglia and seconded by Mrs. Jones move items E.1 through E.16 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**
Mrs. Dettlinger was impressed with the graduation and thanked Mrs. Carlson and the teachers for such a wonderful event.
- 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 July 20, 2016 bills and the Secretary is authorized to draw warrants of the Treasurer in the amount of \$346,991.90 and the Secretary is authorized to draw warrants of the Treasurer for the June 23 & 30, 2016 bills in the amount of \$1,305,639.24. The motion was 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 is not an Executive Session planned.

15. Adjournment

A motion to adjourn was made by Mr. Vitale and seconded by Mrs. Dettlinger. Meeting adjourned at 7:37 pm.

Respectfully Submitted,



Eileen Gorga
Business Administrator/Board Secretary