

**BRIELLE BOARD OF EDUCATION**  
**Regular Action Meeting Minutes**  
**Brielle, New Jersey**  
**October 16, 2019**

1. **Announcement** – There has been adequate notice of this meeting provided by the Board of Education January 10, 2019 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, Mr. Vitale  
**Absent:** Dr. Myszka Ostberg  
**Also Present:** Mrs. Carlson, Mrs. Gorga
  
3. **Flag Salute**
  
4. **Approval of Minutes – Consent**  
Motion by Mrs. Jones and seconded by Mr. Colon that the Board of Education accept the minutes of the September 18, 2019 Regular Public Meeting Minutes. Passed by unanimous consent (8-0).
  
5. **Presentations**
  - New Student Welcome -Mrs. Carlson and Mrs. Dettlinger welcomed Jada and Logan Bain who are staying with a Brielle family and attending school at Manasquan High School and Brielle Elementary while their home is being rebuilt due to the recent hurricane in the Bahamas.
  - 2019 Olympic Team Recognition- Mrs. Carlson and Coaches Fallon and Chiasson congratulated the team on their 1<sup>st</sup> place win at Olympic Night. Brielle Elementary has won first place for 18 years of 20 years of participation.
  - 100 Years of Board of Education and Principals at Brielle Elementary- Mrs. Carlson shared plaques commemorating the 28 Board Presidents and 18 Principals of the last 100 years, including three Board Presidents who are still on the Board of Education. The plaques will be hung in the school.
  - Mrs. Carlson and Mr. Ingoglia presented a plaque to Mrs. Gorga for her years of service as Business Administrator & Board Secretary at Brielle School.
  
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- no report

Representative to Manasquan- Mr. Ingoglia- no report however, high school field accessibility to the public is still being worked on.

Curriculum and Programs- Mrs. Dettlinger reviewed the October 2<sup>nd</sup> meeting which included topics of best practices for celebrations, sports transportation issues, bullying and fall sports.

Buildings and Grounds- Dr. LaValva reported that recent projects have been completed and thanked the administration for their support. Mr. Ingoglia commended Dr. LaValva and the Buildings & Grounds committee for their work on the projects.

Personnel- Mr. LePore reported that the committee has met twice to discuss filling the Business Administrator position and that there is an Interim Business Administrator on the agenda tonight for approval.

Negotiations- Mr. Milancewich- no report

Policy and Wellness- Mrs. Jones- no report

Community Relations/Board Liaison- Mr. Colon stated that it is good to see both sports and academics celebrated at Brielle Elementary School. Mr. Colon also mentioned that all is being accomplished within the budget. Mrs. Dettlinger mentioned the BEF fundraiser to be held in November and that the proceeds are used to update technology in the school.

Ad Hoc Food Committee – Mr. Colon outlined that the goals of the ad hoc committee were to develop a process for the new food menu, to understand how to transition from the NSLP, and to validate the numbers used to opt out of the NSLP. The food quality has improved and the final meeting of the committee will be held next week and then any issues will roll to administration and/or the Community Relations committee.

**9. Administrative Report**

Mrs. Carlson reported on the following items:

- World Peace Day activities and celebrations
- Coast Star article on the Respect Week assembly and Dr. Paul and his positive outlook
- Best program has begun
- Sport teams are in full swing
- Schoolwide pictures have been taken
- Walk/Ride to School day was a success with over 300 bikes at the school
- The recent PTO meeting had an HIB presentation by staff
- An open house for Manasquan High School was held at Brielle
- Teacher in-service was held on Columbus Day when students were off. Topics included curriculum and QSAC
- The Brielle Education Foundation (BEF) fundraiser is coming up and it helps technology in the school
- Haunted Hayrides and the school Halloween Parade are coming soon
- The Drum Café assembly is coming up
- Challenge Day was held last week and the benefits to students and importance of the day were discussed

**10. Action Items**

**A. Curriculum and Programs**

**Roll Call**

**A.1** Motion that the Board of Education approves the following staff members to attend 2019-2020 professional development workshops as listed below:

<b>Staff Member</b>	<b>Conference/Workshop/ Activity</b>	<b>Cost</b>
Mahon, Adrienne Kenny, Lisa Solomon, Kristen	Eligibility Meeting, 9:00am-12:00pm, 10/2/2019, Alpha School Jackson, NJ	Mileage
Carlson, Christine	Sending District Superintendent's Meetings, 10/3/19 & 11/21/19, 12:00pm - 2:00pm, Manasquan, NJ	Mileage
Mahon, Adrienne	Social History Assessment Meeting, 10/8/2019, 1:00pm - 2:30pm, Brielle, NJ	Mileage

Randel, Stephanie	Creating a Well-Designed Functional Program for Students with Autism, 10/18/2019, 8:00am- 3:00pm, RPDA, Eatontown, NJ	Mileage
Penkethman, Phyllis	Autism Across the Spectrum, 10/22/2019, 8:00am - 3:00pm, Eatontown, NJ	Fee \$230.00, plus Mileage
Solomon, Kristen	Out of District Student Observation, 10/24/2019, 2:00pm - 3:00pm, Sea Girt, NJ	Mileage
Solomon, Kristen	Out of District Student Observation, 10/25/2019, 8:00am - 3:00pm, West Orange, NJ	Mileage
Carlson, Christine	NJASA Leadership Committee Meeting, 11/6/2019, 8:00am-12:00pm, Trenton, NJ	Mileage
Solomon, Kristen	Bridging the Gap Between Principles and Practice, 11/15/2019, 8:00am - 3:00pm, RPDA, Eatontown, NJ	Mileage
Randel, Stephanie	Best Practices in Guided Reading, 11/19/2019, 8:00am - 3:00pm, RPDA, Eatontown, NJ	Mileage
Stover, Dana	NCTE/ALAN Annual Convention, 11/22 - 11/26/19, 8:00am - 3:00pm, Baltimore, MD	Fee \$475, AirBnB: \$580, plus Mileage
Paolella, Lisa	Interactive Tech to Support Math Learning/Instruction, 12/3/2019, 8:00am - 3:00pm, RPDA, Eatontown, NJ	Mileage
Carlson, Christine	Sending District Superintendent's Meetings, 1/10/20 & 3/5/20, 9:00am-12:00pm,	Mileage
Devereux, Bonnie	Questioning Strategies for Promoting Engagement, 3/23/2020, 8:00am - 3:00pm, RPDA, Eatontown, NJ	Mileage
Coughlan, Erin	ADHD In Your Classroom, 3/27/2020, 8:00am - 3:00pm, RPDA, Eatontown, NJ	Mileage

Solomon, Kristen	Strategies, Activities & Technology to Promote Social/Emotional Learning, 3/31/2020, 8:00am - 3:00pm, RPDA, Eatontown, NJ	Mileage
Coughlan, Erin	Creating and Sustaining a Growth Mindset, 6/4/2020, 8:00am - 3:00pm, RPDA, Eatontown, NJ	Mileage
Ray Erickson	IPM Training, 10/25/2019, 8:00am - 3:00pm, Neptune, NJ	Mileage
Ray Erickson	IAQ Training, 12/13/2019, 8:00am - 3:00pm, Waretown, NJ	Mileage
Elizabeth O'Reilly	Grief in Schools, sending district meeting at Manasquan Elem. School, 11/14/19, 8:45am- 12:00pm	Mileage

RPDA- Regional Professional Development Academy

BCC- Brookdale Community College Technology & Literacy Network

- A.2** Motion that the Board of Education approves one student to attend Social Skills program provided by Project Enterprise, Jackson, NJ two days per week at a cost of \$38.00 per session to be provided at the out of district school of attendance.
- A.3** Motion that the Board of Education approves tutoring for one out of district Brielle resident in the amount of \$3,420 for spring 2019 and \$2,230 for fall 2019.
- A.4** Motion that the Board of Education approves Joint Transportation Agreement between Brielle Board of Education, Monmouth County and Point Pleasant Beach Board of Education, Ocean County, to transport one Brielle resident to an out of district school for the 2019-2020 school year, September 20, 2019 through June 30, 2020, at a cost of \$400 per day, pending County Superintendent approval.
- A.5** Motion that the Board of Education approves the 2018-2019 Manasquan High School LLD Special Education student tuition adjustment of \$13,566.60 and the 2019-2020 tuition of \$56,068.25 for a total of \$69,634.85.
- A.6** Motion that the Board of Education approves reimbursement to Manasquan High School for the cost of a shared paraprofessional at a cost to Brielle of \$7,837.20 for the 2019-2020 school year.

**A.7** Motion that the Board of Education approves the School Nursing Service Plan for 2018-2019 in accordance with N.J.A.C. 6:8-2.1 and submit to the Monmouth County Office of Education as per attachment 10.A.7.

**A.8** Motion that the Board of Education approves the following staff to attend a meeting at The Cambridge School on January 9, 2020 at 11:45am for one Brielle student, reimbursement for travel expenses:

Lisa Kenny	Kereth Looney	Adrienne Mahon
Colin Sabia	Kristin Solomon	

**A.9** Motion that the Board of Education approve 47 kindergarten students to walk to the Brielle Firehouse. Chaperones will be Mrs. Crawley, Mrs. Myers, Mrs. Shaak and Mrs. Johnson for Fire Prevention Week.

**A.10** Motion that the Board of Education approve 47 kindergarten students to attend a field trip to Wemrock Farm and Monmouth/Battlefield Park. Chaperones will be Mrs. Shaak, Mrs. Myers, Mrs. Crawley, Mrs. Johnson and 6 class parents. The cost of the trip will be \$10 per student, who will bring a bag lunch and the board will pay for transportation in the amount of \$236.

**A.11** Motion that the Board of Education approve the following resolution to submit the District Performance Review (DPR) for New Jersey Quality Single Accountability Continuum for the School Year 2019-2020 and submit this document, to the New Jersey Department of Education;

**Whereas**, N.J.A.C 6A:30-3.2 (f) requires participating school districts to hold a public meeting to approve the submission of the District Performance Review (DPR) with respect to this process, and

**Whereas**, the Brielle Board of Education in the County of Monmouth has reviewed the district’s DPR and hereby approves this document.

**Now Therefore Be It Resolved**, that the Brielle Board of Education does hereby authorize the Superintendent of Schools to submit the attached District Performance Review (DPR) to the Commissioner of Educations in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f)

**A.12** Motion that the Board of Education approves the following staff to attend articulation meetings for professional development on October 14, 2019 from 1:15 pm – 3:15pm.

STAFF MEMBER	SUBJECT	SCHOOL LOCATION
Kern, Lori	Social Studies	Spring Lake Heights
North, Marissa	Language Arts	Spring Lake Heights
Byrne, Tracey	Special Education	Spring Lake Heights
Finkenauer, Darlene	Special Education	Spring Lake Heights
Garrison, Melinda	Special Education	Spring Lake Heights
Hennessy, Kristin	Special Education	Spring Lake Heights
Martin, Susan	Special Education	Spring Lake Heights
Thompson, Margaret	Special Education	Spring Lake Heights
DeBenedetto, Peter	Media/Library	Manasquan
Snyder, Tina	STEM	Manasquan
Musso, Janet	Music	Manasquan
Prol, Timothy	Music	Manasquan
Yee, Kenn	Science	Manasquan
Mahon, Adrienne	CST	Avon
Kenny, Lisa	CST	Avon
Solomon, Kristen	CST	Avon

**A.13** Motion that the Board of Education approves Jennifer Love to visit Cranbury Elementary School, Cranbury, NJ, on October 22, 2019 from 10:00 AM – 3:00pm for the purpose of observing a reading program.

**A motion was made by Mrs. Dettlinger and seconded by Dr. LaValva 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 September 30, 2019 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 September 30, 2019 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 September 30, 2019.
- B.3** Motion that the Board of Education approves payment of up to \$1,950 for Media Specialist Services as part of Shared Services Agreement with Manasquan School District approved September 18, 2019.

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

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| <b>C.</b> | <b>Buildings and Grounds</b> | <b>Roll Call</b> |
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- C.1** Motion that the Board of Education approves the 2019-2020 M-1 and Comprehensive Maintenance Plan and authorizes submission to the New Jersey Department of Education. Attachment 10.C.1.
  - C.2** Motion that the Board of Education approves disposal of the approximately 100 desks and chairs that are no longer worthy to serve as instructional tools in accordance with Policy 7300 Disposal of Property.
  - C.3** Motion that the Board of Education approves disposal of the approximately 167 Teen Health textbooks, Glenco copyright 1999-2000, and 55 Health textbooks, copyrighted 1999-2000, that are no longer worthy to serve as instructional tools in accordance with Policy 7300 Disposal of Property.
  - C.4** Motion that the Board of Education approves sale of HMK Journeys K-2 series to Millstone School District that are no longer worthy to serve as instructional tools in accordance with Policy 7300 Disposal of Property.
  - C.5** Motion that the Board of Education approves Class II organization NJ Rage Softball for facility use for the 2019-2020 school year pending receipt and approval of insurance certificate and application.
  - C.6** Motion that the Board of Education approves FJ Pierciey, LLC to remove old ceilings and prime and paint ceilings in two storage closets at a cost of \$2,500.00.

**A motion was made by Dr. LaValva and seconded by Mrs. Dettlinger to move items C.1 through C.6 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 annual review and adoption of all policies and regulations.

**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**

**All items below are upon the recommendation of the Superintendent**

- E.1** Motion that the Board of Education approves the following substitutes:

Substitute Teachers:		
Brian Brundage	Tanya Ciccocanti	Jessica Crump
Claudia Horowitz	Joseph Moynihan	Jessica Ruchalski
Substitute Secretary:		
Annie Cobb		

- E.2** Motion that the Board of Education approves Paul Monello as a substitute lunch aide for the 2019-2020 school year.
- E.3** Motion that the Board of Education accepts the resignation of Janet Musso as Theater Club Music Director for the 2019-2020 school year.
- E.4** Motion that the Board of Education accepts the resignation of Marissa North as the Theater Club Assistant for the 2019-2020 school year.
- E.5** Motion that the Board of Education approves Marissa North as Theater Club Music Director for the 2019-2020 school year.
- E.6** Motion that the Board of Education approves Marina Melillo, Monmouth University undergraduate student, to fulfill 300 hours of a counseling internship with Elizabeth O'Reilly for the spring 2020 semester from January 2020 through May 2020.

- E.7** Motion that the Board of Education approves Deborah Trainor as Interim Business Administrator/Board Secretary at a rate of \$525 per diem. Starting date to be determined by Superintendent. Employment is pending criminal history review and Monmouth County DOE approval.
- E.8** Motion that the Board of Education approves Valarie Rivera as a substitute aide for the BEACON before/after-care program.
- E.9** Motion that the Board accepts resignation for purpose of retirement from Mary Beth Westrol, Assistant to the Business Administrator, effective January 1, 2020.

**A motion was made by Mr. LePore and seconded by Mr. Milancewich to move items E.1 through E.9 and carried by a unanimous roll call vote of 8-0.**

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

**11. Discussion**

Mr. Vitale, Mr. LePore, and Mr. Milancewich thanked Mrs. Gorga for her service as the Business Administrator/ Board Secretary. Mrs. Gorga thanked all the Board members for their kind words and told them how much she will miss them.

Mr. Milancewich mentioned two upcoming events; Spaghetti Dinner and Haunted Hayride.

**12. Payment of Bills**

A motion was made by Dr. LaValva and seconded by Mr. Colon that the Board authorizes payment of the following October 2019 bills list and that the Secretary is authorized to draw warrants of the Treasurer in the total amount of \$1,286,841.13. Motion was carried by a vote of 7-0-1 (Mr. Vitale abstained).

**13. 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 :

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.

**14. Adjournment**

A motion to adjourn was made by Mrs. Dettlinger and seconded by Mr. Colon. Meeting adjourned at 8:07 PM. Motion was carried by a unanimous vote of 8-0.

Respectfully Submitted,



Eileen Gorga  
Business Administrator/ Board Secretary