

BRIELLE BOARD OF EDUCATION
Regular Action Meeting Minutes
Brielle, New Jersey
June 29, 2022

1. **Announcement** – There has been adequate notice of this meeting provided by the Board of Education January 13, 2022 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 website, and the Borough Clerk has been notified.

2. **Roll Call**
Mr. Becker, Mrs. Jones, Dr. LaValva, Mrs. McDevitt, Mr. Milancewich, Mrs. Rieth, Mr. Vitale.
Absent: Dr. D’Ambrosio, Mr. Wohltman
Also in attendance: Mrs. Carlson, Mrs. Quigley

3. **Flag Salute**

4. **Approval of Minutes**
Move that the Board of Education approve the minutes of the May 25, 2022 meeting.
Motion by Mr. Becker, seconded by Mrs. Rieth
Motion carried roll call of 7-0

5. **Presentations:**
Jean Lohmann- Retirement
Aileen Matt-Retirement
Mrs. Carlson described Mrs. Jean Lohmann as an admirable and very dedicated teacher. Mrs. Lohmann taught Special Education, General Education, as well as the Gift and Talented students during her years at Brielle Elementary School.
Ms. Matt was not in attendance. Mrs Carlson thanked Ms. Matt for her dedication to the school and stated Ms. Matt was an outstanding OT, always going above and beyond for her students.

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

7. **Correspondence -**
A card was received and read from a graduated Brielle student, Annie Dettlinger, thanking the Board of Education for awarding her the Leadership and Citizenship award.

8. Committee Reports-

District Operations – Mr. Vitale **No report**

Representative to Manasquan- Mr. Vitale **No report**

Curriculum and Programs- Mr. Becker **No report**

Human Resources- Mr. Milancewich **During meeting discussed agenda items**

Policy – Mr. Wohltman **No report**

Community Relations – Mrs. McDevitt **No report**

9. Administrative Report – Mrs. Carlson thanked the Board of Education, and the community of Brielle for the awards that were given to the graduates of Brielle School.

HIB Reports: None

10. Action Items

All items below are upon the recommendation of the Superintendent.

A. Curriculum and Programs

Roll Call

A.1 Motion that the Board of Education approves the following out of district placements for Extended School Year (ESY) and the Regular School Year 2022-2023.

# of Students	Placement	ESY Cost	Regular Year Cost	Total Cost
1	Wall Township	\$10,637.00	N/A	10,637.00

A.2 Motion that the Board of Education approves Ray Erickson to complete the CEFM Certification course at Rutgers University for the purpose of maintaining certification as a Certified Educational Facilities Manager, at a cost of \$600.

A.3 Motion that the Board of Education approves 51 second grade students to walk to Green Acres Park for lunch, chaperoned by Mrs. Randel, Ms Golding, Mrs. Petrone, Ms. Coughlan, Mrs. Carhart.

A.4 Motion that the Board of Education approves 49 third grade students to walk to Green Acres Park for lunch in the park, chaperoned by Ms. McAlary, Mrs. Leddy, Mrs. Paoella, Ms. Summer Smith.

- A.5** Motion that the Board of Education approves 39 students from Student Government, and Student Council to travel to Jenkinson’s Mini-Golf in Point Pleasant. Board of Education to cover the cost of transportation in the amount of \$280.
- A.6** Motion that the Board of Education approves BDO Consulting to provide coordinated professional development at the rate of \$4,667., for the 2022-23 school year.
- A.7** Motion that the Board of Education approves Homecare Therapies, D/B/A Horizon Healthcare Staffing to provide substitute nurse coverage during ESY from June 27, 2022 through August 9, 2022, as needed, at the rate of \$70.00 per hour.
- A.8** Motion that the Board of Education approves the School Bus Emergency Evacuation Drill Report for June 14, 2022 held at Brielle Elementary School at 8:05 am on the Blue Bus Route, supervised by Vice Principal, Colin Sabia, see attachment.
- A.9** Motion that the Board of Education approves Always Available, PT, LLC for physical therapy services for the 2022-2023 Regular School year, at the rate of \$100., per hour.
- A.10** Motion that the Board of Education approves Phyllis Penkethman for Speech Services for the 2022-2023 Regular School year, at the rate of \$83., per hour.
- A.11** Motion that the Board of Education approves Mandy Schwarz for Speech Services for the 2022-2023 Regular School year, at the rate of \$80., per hour.

Motion by Mr. Becker, seconded by Mrs. Rieth, motion carried roll call of 7-0

B. District Operations

Roll Call

- B.1** **WHEREAS**, on April 27, 2022 at 11:00 am the Brielle Board of Education conducted a public bid opening for the award of Asbestos Abatement in Media Center State Project Number:25-0560-22-23-100 which yielded the following for consideration:

Contractor	Bid
Unicorn Contracting	\$69,975
Lilich Corp	\$97,000
MKD Property	\$77,000
Two Brothers Contracting	\$79,640

VML Company	\$127,200
Plymouth Companies	\$81,000

WHEREAS, in accordance with the provisions of the Public Schools Contract Law, N.J.S.A. 18A:18A-1 et seq.;

NOW, THEREFORE BE IT RESOLVED, that the Brielle Board of Education award the contract for the Asbestos Abatement to Unicorn Contracting in the total contract lump sum of \$69,975, work to commence August 1, 2022.

B.2 Motion that the Board Approves the Resolution Authorizing the Completion of an Application and Receipt of a Safety Grant Award.

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a school board insurance group authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Brielle Board of Education, hereinafter referred to as the “Educational Institution,” is a member of NJSIG; and,

WHEREAS, in accordance with NJSIG Policy 3710, the goal of the safety grant program is to provide members the necessary resources to complete risk reduction projects and improve the safety of the population NJSIG members serve.

NOW THEREFORE, BE IT RESOLVED that:

1) The Educational Institution applies for a safety grant through the NJSIG safety grant program for the 2022 fiscal year in the amount of \$5,652 for the purposes set forth in their safety grant application, which is attached hereto; and,

2) The Business Administrator or their designee is hereby authorized to take all action necessary to apply for and receive a safety grant award.

B.3 Motion that the Board of Education approve the one year software license agreement With Systems 3000:

Accounting Software for a fee of \$21,900

Hosting and Backup Fee for \$6,570

B.4 Motion that the Board of Education authorize the Business Administrator to file the application for the 2022-2023 IDEA grant funds in the amount of Basic-\$123,897 and Preschool in the amount of \$7,017.

- B.5** Motion that the Board of Education approves the insurance renewal rates brokered by Holmes & McDowell from various insurance carriers, for the 2022-2023 school year as listed:

Premium Summary / Comparison	Term 2021-2022 Expiring Terms	Term 2022-2023 Renewal Premiums	Increase / (Decrease)
NJSIG Package- Property, TRIA, Environmental & Restart	\$39,318.00	\$40,465.00	2.83%
NJSIG Package-General Liability & Crisis Management	\$10,863.00	\$11,478.00	5.36%
NJSIG-Package Automobile	\$5,370.00	\$5,523.00	2.77%
NJSIG-Package Crime	\$520.00	\$460.00	-13.04%
NJSIG/Chubb Package-Equipment Breakdown	\$2,090.00	\$2,263.00	7.64%
Student Accident	\$6,644.00	\$6,644.00	0.00%
NJSIG School Leaders E & O Liability	\$22,082.00	\$22,141.00	0.27%
Public Official Bonds	\$1,872.00	\$1,872.00	0.00%
NJSIG/Chubb-Supplemental Indemnity	\$2,300.00	\$2,326.00	1.12%
NJSIG Workers Compensation	\$58,630.00	\$60,828.00	3.61%
Cyber Liability	\$8,597.50	\$9,943.60	13.54%
Grand Totals	\$158,286.50	\$163,943.60	3.45%

- B.6** Motion that the Board of Education approves the Contract for Food Services from Simplified Culinary Services, Inc. for the 2022-2023 school year, from July 1, 2022 through June 30, 2023, per attachment.

- B.7** Motion that the Board of Education approves the renewal of the following parental transportation contracts for the 2022-2023 Extended School year (ESY), and the Regular School year, based upon attendance:

Route Numbers	School Program	Not to Exceed Amounts
BES 14	ESY and Regular School Year	\$2,350
BES 16	ESY and Regular School Year	\$2,350
BES 15	ESY and Regular School Year	\$2,350
BES 12	ESY and Regular School Year	\$15,750

B.8 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 unexpected appropriations from the 2021-2022 school year to the Capital Reserve account in an amount not to exceed \$1,200,000.

B.9 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 unexpected appropriations from the 2021-2022 school year to the Maintenance Reserve account in an amount not to exceed \$100,000.

B.10 BE IT RESOLVED that the financial reports of the Secretary to the Board of Education and Treasurer of School Monies for May 31, 2022 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 May 31, 2022 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.11 Motion that the Board of Education approves the budget transfers effective May 31, 2022

Motion by Mr. Becker, seconded by Mrs. Rieth, motion carried roll call of 7-0

C. Policy

Roll Call

C.1 Motion that the Board of Education approve the following policies and regulations for the Second Reading:

- [Policy 1620 Administrative Employment Contracts.pdf](#)
- [Policy 6440 Cooperative Purchasing.pdf](#)

[Policy 6470.01 Electronic Funds Transfer and Claimant Certification.pdf](#)
[Policy 7440 School District Security.pdf](#)
[Regulation R 7440 School District Security.pdf](#)
[Policy 7450 Property Inventory.pdf](#)
[Policy 7510 Use of School Facilities.pdf](#)
[Regulation R 7510 Use of School Facilities.pdf](#)
[Policy 1648.14 Safety Plan for Healthcare Settings in School Buildings-COVID-19.pdf](#)
[Policy 1648.15 Recordkeeping for Healthcare Settings in School Buildings-COVID-19.pdf](#)
[Policy 2417 Student Intervention and Referral Services.pdf](#)
[Policy 3161 Examination for Cause.pdf](#)
[Policy 4161 Examination for Cause.pdf](#)
[Policy 5512 Harassment, Intimidation and Bullying.pdf](#)
[Policy 7410 Maintenance and Repair.pdf](#)
[Regulation R 7410 Maintenance and Repair.pdf](#)
[Policy 8420 Emergency and Crisis Situations.pdf](#)
[Policy 9320 Cooperation with Law Enforcement Agencies.pdf](#)
[Regulation R 9320 Cooperation with Law Enforcement Agencies.pdf](#)

- C.2** Motion that the Board of Education approves the contract for BoardDocs to provide updating and maintenance of Board policies in the amount of \$2,700. plus \$1,000 subscription fee, to be waived, based upon approval, signing, and receipt of contract by vendor, per attachment.

Motion by Dr. LaValva, seconded by Mrs. McDevitt, motion carried roll call of 7-0

D. Human Resources

Roll Call

- D.1** Motion that the Board of Education approves the resignation of Aileen Matt, Occupational Therapist, for the purpose of retirement, effective July 1, 2022.
- D.2** Motion that the Board of Education approves the employment contract for Colin Sabia, Vice Principal/Director of Special Services for the period of July 1, 2022 – June 30, 2023, per attachment.
- D.3** Motion that the Board of Education approves the employment contract for Diane Quigley as Acting School Business Administrator at the rate of \$100,000 per year (prorated) for the period of July 1, 2022 – September 30, 2022, per attachment.
- D.4** Motion that the Board of Education approves the placement of Amanda Sweeney as the first grade maternity leave placement from September 1, 2022 – November 26, 2022 at the 2022-2023 BA Step 1 rate of \$55,289, previously approved at BA Step 2 on 3/16/22
- D.5** Motion that the Board of Education rescinds the appointment of Nicole Bonura as School Secretary, for the 2022-2023 school year, previously approved 5/25/2022.

- D.6** Motion that the Board of Education approves the resignation of Nicole Bonura, effective June 24, 2022.
- D.7** Motion that the Board of Education rescinds the appointment of Alyssa Walker as Special Education Aide for the 2022-23 school year, previously approved 5/25/2022.
- D.8** Motion that the Board of Education rescinds the appointment of Xena Valenzuela as Non-tenured Teacher for the 2022-2023 school year, previously approved 5/25/2022.
- D.9** Motion that the Board of Education approves the resignation of Xena Valenzuela, effective July 1, 2022.
- D.10** Motion that the Board of Education approves the appointment of Elisabeth Sabatini as an ESY teacher effective June 27, 2022 through August 9, 2022 at the rate of \$47.94 per hour, for 10 hours per week.
- D.11** Motion that the Board of Education approves Sarah Sarnasi as a substitute teacher for the remainder of the 21-22 school year, at the rate of \$125., per day, previously approved on 2/23/22, at the rate of \$100 per day.
- D.12** Motion that the Board of Education approves the following extra-curricular appointments for the 2022-2023 school year, per the BEA agreement rates:

Position	Name
B.E.S.T.	Kristin Hennessy
	Jami Menture
B.E.A.C.O.N. Program	Mike Fricano
	Caitlin Leddy
	Peg Thompson
	Kelly Cardamone
	Brian Chiasson

Dance Chaperones	Erin Coughlan
	Courtney Donnelly
	Steve Labrecque
	Lisa Paoella
	Pete Petosa
	Dana Stover
	Peg Thompson
Detention Monitors	Kelly Cardamone
	Brian Chiasson
	Erin Coughlan
	Courtney Donnelly
	Steve Labrecque
	Lisa Paoella
Home Instruction	Courtney Donnelly
	Vanessa Hyland
	Pete Petosa
Homework Club	Kristin Hennessy
	Jami Menture

Academic Team	Kelly Cardamone
Art Club	Pete Petosa
Boys' Basketball Coach	Steve Labrecque
Girls' Basketball Coach	Jillian McAlary
Blazer Safety Patrol	Vanessa Hyland
Cheerleading Coach - Basketball	Dana Stover
Cross Country Coach	Kim Dolan
Drama Production Leader	Marissa North
Drama Production Assistant	Courtney Donnelly
Drama Production Music	Sydney Rosen
Master Schedule	Kelly Cardamone
	Matt Fallon
	Ali Gilbertson
	Katie Golding
	Vanessa Hyland
	Elise Lembo
	Dana Stover
Boys' Soccer Coach	Pete DeBenedetto

Girls' Soccer Coach	Kelly Cardamone
Softball Coach	Kelly Cardamone
Student Council Advisor	Ashley Gahr
Technology Coach	Pete DeBenedetto
	Tim Prol
Tennis Coach	Brian Chiasson
TV Studio Advisor	Pete DeBenedetto

D.13 Motion that the Board of Education approves the following Kindergarten teachers, Cheryl Shaak, Amanda Sweeney, Kathryn Crawley, to conduct Dial-4 Kindergarten screening during the summer at the rate of \$41.82/hour.

D.14 Motion that the Board of Education approves the following as substitute ESY teachers effective June 27, 2022 through August 9, 2022, at the rate of \$47.84 per hour.

Sue Martin
Erin Coughlan
Dana Stover

D.15 Motion that the Board of Education approves the following staff for summer curriculum writing at the BEA contracted rate of \$33.66 per hour.

Kelly Cardamone
Brian Chiasson
Kathryn Crawley
Pete DeBenedetto
Matt Fallon

Mike Fricano
Katie Golding
Vanessa Hyland
Megan Krieg
Caitlin Leddy
Elisanne Lembo
Anthony Mahon
Pete Petosa

D.16 Motion that the Board of Education approves the following staff to attend Child Study Team meetings over the summer at their BEA contracted hourly rate, not to exceed 6 hours each.

Erin Coughlan
Katie Golding
Maria Prendergast
Peg Thompson
Laura York

D.17 Motion that the Board of Education approves the following staff to teach Blazer Academy from July 5, through July 28, Tuesdays, Wednesdays, Thursdays, at the rate of \$47.94 per hour, not to exceed 10 hours per week.

Steve Labrecque
Lisa Matter
Lisa Paoella
Pete Petosa
Mackenzie Queen
Amanda Sweeney
Alyssa Walker

D.18 Motion that the Board of Education approves the following Child Study Team members to work during the 2022 Extended School Year (ESY) at their contracted hourly rates:

Name	Rate	Not to Exceed
Lisa Kenny	\$51.78	12 days
Adrienne Mahon	\$55.56	12 days
Kristen Solomon	\$64.59	12 days

D.19 Motion that the Board of Education approves Curtis Jenkins to clean the Brielle Library, and Curtis House, as part of the shared service agreement with the Borough of Brielle at the rate of \$18.81 per hour, to be reimbursed by the borough.

D.20 Motion that the Board of Education approves Jessica Wakula, P/T Technology Assistant at the salary of \$24,000, *previously approved May 25, 2022 at \$19,776.

D.21 Motion that the Board of Education approves MaryBeth Westrol as the Assistant to the Business Administrator for the 2022-2023 school year, as needed, at the rate of \$50., per hour.

D.22 Motion that the Board of Education approves Maureen Brzozowski as School Nurse during 2022 Extended School Year (ESY), from June 27, 2022 through August 9, 2022, at the rate of \$47.94 per hour.

D.23 Motion that the Board of Education approves Shannon Aldi as School Nurse during 2022 Extended School Year (ESY), from June 27, 2022 through August 9, 2022 as needed, at the rate of \$47.94, per hour.

D.24 Motion that the Board of Education approves the following staff as Extended School Year (ESY) substitute teachers, from June 27, 2022 through August 9, 2022, at the rate of \$47.94 per hour.

Lisa Matter
Lisa Paoella
Pete Petosa
Mackenzie Queen
Amanda Sweeney
Alyssa Walker

D.25 Motion that the Board of Education approves the following staff as an aide for an Extended School year (ESY) student from June 27, 2022 through August 9, 2022 for 4 hours per day Monday-Thursday, and 3 hours on Friday, at the rate of \$15. per hour. *Previously approved May 25, 2022.

Ruth Jamnik
Valarie Rivera
Sue Sevastakis

D.26 Motion that the Board of Education approves Kerry Lopez as a School Secretary beginning July 18, 2022, at the rate of \$43,000 per year, pending criminal investigation.

Motion by Mr. Milancewich, seconded by Dr. LaValva, motion carried roll call of 7-0

11. Discussion – Mr. Becker stated how beautiful the graduation ceremony was for all those who attended.

12. Payment of Bills

Motion that the Board authorizes payment of the following June 2022 bills list and that the Secretary is authorized to draw warrants of the Treasurer in the total amount of: \$1,553,615.19. [Bills List June 2022.pdf](#)

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: Personnel. This session will be held after the board meeting.

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.

14. Adjournment

Motion by Dr. LaValva, seconded by Mr. Becker, motion carried roll call of 7-0 to adjourn and enter Executive Session.

Respectfully submitted,

Diane Quigley
Acting School Business Administrator