

**SHREWSBURY BOROUGH SCHOOL DISTRICT**  
**December 18, 2024 - Regular Meeting, 6:30 PM**  
**Shrewsbury Borough School District, 20 Obre Place, Shrewsbury, NJ 07702**

**MINUTES**

**1.0 Opening Procedures**

1.1 Call to order – 6:34 pm

1.2 Flag salute

1.3 Opening Statement

1.4 "In compliance with Pl 1975, Chapter 231, Open Public Meetings Act, notice of this meeting was advertised in the Asbury Park Press and the Star Ledger on June 5, 2024. A copy of this notice is posted at the entrance to the Shrewsbury Borough School and is posted on the district's website. A copy of this notice is also on file in the office of the Borough Clerk.

1.5 Roll Call:

Ms. Groom (President)

Ms. Barber (arrived at 6:49 pm)

Mr. Galvin

Ms. Gourley-Thompson (Vice-President)

Ms. Choi

Ms. Moore

Absent:

Ms. Hepburn-Goldberg

Ms. McCullough

Mr. Ngo

Also Present:

Mr. MacConnell, Superintendent

Ms. Case, Business Administrator

1.6 Mission Statement:

The mission of the Shrewsbury Borough School District, a system built on successful cooperation among family, school and community, is to prepare all students to achieve excellence and to become responsible citizens through rigorous educational programs consistent with the New Jersey Core Curriculum Content State Standards and which respect individual differences and diversity. Students will be prepared to meet the challenges presented in the regional high school and the world beyond.

## 2.0 Executive Session I

2.1 It was motioned by Ms. Groom, seconded by Ms. Gourley-Thompson to move into Closed Executive Session at 6:35 pm to discuss confidential personnel matters or Board Business and/or matters of attorney/client privilege and/or matters of litigation and/or negotiations or contractual matters from which the public may be excluded. Minutes of this meeting will be made available to the public when the need for confidentiality no longer exists.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Ms. Barber				X	Arrived at 6:49 pm
Ms. Choi	X				
Mr. Galvin	X				
Ms. Hepburn-Goldberg				X	
Ms. McCullough				X	
Ms. Moore	X				
Mr. Ngo				X	
Ms. Gourley-Thompson	X				
Ms. Groom	X				

On a voice vote, five (5) members voted yes, (0) members voted no, and four (4) members were absent

2.2 It was motioned by Ms. Groom, seconded by Ms. Moore to reconvene into public session at 6:51 pm.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Ms. Barber	X				
Ms. Choi	X				
Mr. Galvin	X				
Ms. Hepburn-Goldberg				X	
Ms. McCullough				X	
Ms. Moore	X				
Mr. Ngo				X	
Ms. Gourley-Thompson	X				
Ms. Groom	X				

On a voice vote, six (6) members voted yes, (0) members voted no, and three (3) members were absent

## 3.0 Correspondence to the Board

Email received Dec 17, 2024, laura.r.loucks@gmail.com, regarding “4th Grade”

## 4.0 Public Participation - Agenda Items Only - None

The Board of Education recognizes the value of public comment on matters of interest to the school community. Individuals wishing to speak **must state their name and address**. Comments are limited to three minutes’ duration, but an individual may speak a second time after all others who wish to speak on the topic have been heard. All statements should be directed to the Board President and no participant may address or question Board members individually. All speakers are requested to express themselves in a civil manner, with due respect for the dignity and privacy of others whose legal rights may be affected. Please note: While it is not the Board’s intention to stifle comment on matters of legitimate concern, the public should be aware that if their statements violate the rights of others under the law of defamation or invasion of privacy, they may face personal liability to the injured party. If speakers are uncertain of the

legal ramifications of their comments, the Board urges them to seek guidance beforehand from their own legal advisor.

### 5.0 Superintendent's Report - Mr. MacConnell

- Educators of the Year - Emily Cuervo and Kate Hoppe
- Winter Concert
- December 19th - Interim Reports Published
- December 20th - 12:30 Dismissal/Homework Free Weekend
- December 23rd - January 1st - School Closed Winter Break
- December 30th - Menorah Lighting - 5pm
- January 7th - BOE Reorganization Meeting
- January 16th - 12:30 Dismissal Day/Homework Free Weekend
- January 17th & 20th - School Closed

It was motioned by Ms. Groom, seconded by Mr. Galvin, to approve the following items as listed:

5.1 The Superintendent recommends that the Shrewsbury School District Board of Education approve the following District HIB Reports.

December 2024	1 HIB case: 1 accused - confirmed 1 accused - non-confirmed
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5.2 The Superintendent recommends that the Shrewsbury School District Board of Education approve the Memorandum of Agreement between Education and Law Enforcement Officials for the 2024-2025 school year.

5.3 The Superintendent recommends that the Shrewsbury School District Board of Education approve Mr. B. MacConnell to attend Techspo 25, January 29-31, 2025, Atlantic City, NJ.

### 6.0 Finance & Facilities - Ms. Groom

Committee Report: The Finance & Facilities Committee met on December 13, 2024

It was motioned by Ms. Groom, seconded by Mr. Galvin, to approve the following items as listed:

### Board of Education Certification Budget Major/Fund Status for November 2024

PURSUANT TO NJAC 6A:20-2.13(D), we certify that as of November 30, 2024, after review of the Secretary's monthly financial report (appropriation section), and open consultation with appropriate district officials, that to the best of our knowledge no major account fund has been over expended in violation of NJAC 6A:20-2(B), and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year.

I, Lindsey Case, Part-time School Business Administrator/Board Secretary certifies that no line item has been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year."



School Business Admin/Board Secretary

**Payroll Certification**

The School Business Administrator/Board Secretary reported, in compliance with N.J.S.A. 18A:19-1B, has certified the payroll for November 15, 2024 in the amount of \$313,820.65 and November 27, 2024 in the amount of \$285,697.41.

6.1 The Superintendent recommends the Shrewsbury Borough School District Board of Education approve the following minutes as listed:

6.1.1 Regular Meeting Minutes, November 20, 2024

6.1.2 Executive Meeting Minutes, November 20, 2024

6.2 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the following:

**Transfer of Funds for November 2024** (available for review in the Board Secretary's Office)

Policy # 6422 Budget Transfers

WHEREAS NJAC 6A:20-2.13 "Over expenditure of Funds" states "a district Board of Education shall not incur any obligation or approve any payment in excess of the amount appropriated by the district Board of Education in the line item pursuant to NJSA 18A:22-8.1".

NOW THEREFORE BE IT RESOLVED that the attached line item transfers be approved.

**Approve Bills List – December 2024**

Recommend that the Board of Education approve the bills paid and checks issued at the Board meeting in the amount of \$1,590,776.72.

**Board Secretary's Monthly Certification for November 2024**

BE IT RESOLVED, that the financial reports of the Secretary to the Board of Education (Referenced below 6.0) and the Monthly Reconciliation Report (Referenced below 6.0) for November 30, 2024 which are in agreement be accepted as submitted and attached to and made part of the minutes of this meeting.

PURSUANT TO N.J.A.C. 6A:20-2.13(d), we certify that as of November 30, 2024, no budgetary line item account has obligations and payments which in total exceed the amount appropriated by the Shrewsbury School District Board of Education pursuant to NJSA 18A:22-8 and 18A:22-8.1

**Treasurer's Report**

PURSUANT TO N.J.A.C. 6A:20-2.13(d), approve the Treasurer's Report for November 2024.

6.3 The following Fire and Evacuation Drills occurred during **December 2024**:

School Name	Security Drill Type	Date & Time
Shrewsbury Borough School	Fire Drill	12/4/24 & 2:02pm
Shrewsbury Borough School	Shelter in Place Drill	12/10/24 & 10:15am

6.4 The Superintendent recommends that the Shrewsbury School District Board of Education approve the following grant funds from MOCSSIF:

- \$5,000.00 - MOCSSIF Shrewsbury BOE23 Grant - Account # 20-003-200-600-04-0

6.5 The Superintendent recommends the Shrewsbury Borough School District Board of Education accept the Audit Report for the 2023-2024 school year prepared by HFA Certified Public Accountants with no findings per the Annual Comprehensive Financial Report (ACFR) and the Auditor's Management Report (AMR), and

BE IT FURTHER RESOLVED that a copy of the audit is to be forwarded to the Monmouth County Executive County Superintendent.

6.6. The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the following student services for the 2024-2025 school year:

Student#	Service	Provider	Cost
7019	Physical Therapy Evaluation	DeMonte Physical Therapy	\$350.00
7126	Neurodevelopmental Assessment	G&A/DPCJ	\$660.00
7126	Neurodevelopmental Additional Diagnostic	G&A/DPCJ	\$600.00

6.7 WHEREAS, the Shrewsbury Borough School District Board of Education deems the property/obsolete books to be surplus property which is no longer useful for school purposes,

THEREFORE, be it resolved that the Shrewsbury Borough School District Board of Education authorize the School Business Administrator to offer the property/obsolete books for sale to other public entities without advertisement for bids in accordance with 18A:18A-45 c-f.

6.8 WHEREAS, the Borough of Shrewsbury and the Shrewsbury Borough of Education entered into a Shared Services Agreement for the Provision of Class III Special Law Enforcement Officers, which was executed on or about the 17th of October 2022 (Shared Service Agreement);

WHEREAS the parties mutually agree to amend the Shared Service Agreement pursuant to Section XV(G) thereof to include the following terms and conditions.

NOW THEREFORE, for good and valuable consideration, the Borough and the Board of Education hereby agree to amend the Shared Services Agreement as follows:

1. Costs of the Shared Service Agreement shall be amended to read as follows (additions are represented by underscore)

- A. The Parties hereby agree that the BOE shall contribute \$25,000 per annum for the entirety of the Term of the Agreement. Payments shall be made within thirty (30) days of the date this Agreement is approved by the Board. Thereafter, payment shall be made in full by January 31st of each year of this Agreement. **This payment shall hereinafter be referred to as the "annual contribution."**
- B. **In addition to the annual contribution detailed in Section XIV(A) of this agreement, the BOE agrees to pay an additional contribution of \$2.50 per house that the Class III Officer is assigned to the district. Payment shall be made in full twice a year. The first payment shall be made on or by December 31st of each year. The first payment shall be made on or by June 30th of each year. These payments shall hereinafter be referred to as the "hourly contribution."**
- C. The parties further agree that the Borough shall be responsible to pay any and all costs and fees incurred over and above the **annual contribution and hourly contribution detailed in this section.**

**7.0 Curriculum and Instruction - Ms. Gourley-Thompson**

Committee Report: The Curriculum and Instruction Committee met on December 12, 2024

It was motioned by Ms. Gourley-Thompson, seconded by Mr. Galvin, to approve the following items as listed:

7.1 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the following professional development:

<b>Staff Member</b>	<b>Program/Workshop</b>	<b>Training Date</b>	<b>PD/Travel Cost</b>
Roseanne Ansell	RBR CST Articulation, Red Bank Regional High School, Red Bank, NJ 07701	2/19/2025	\$0.00
Kathleen Fitzpatrick	RBR CST Articulation, Red Bank Regional High School, Red Bank, NJ 07701	2/19/2025	\$2.82
Staci Fox	RBR CST Articulation, Red Bank Regional High School, Red Bank, NJ 07701	2/19/2025	\$3.48
Kristina Kiely	RBR CST Articulation, Red Bank Regional High School, Red Bank, NJ 07701	2/19/2025	\$0.47
Allison Wiesel	NJ Makers Day: Info Age Science & History Museums, Wall, NJ	12/2024	\$9.49
Allison Wiesel	Lesson Support and Coaching for Climate Change Education, New Brunswick, NJ	12/2024	\$2.26
Kate Hoppe	LinkIt! MTSS Summit, Red Bank, NJ	12/2024	\$300.00
Josh Biringer	NJDOE Celebrating Diversity Conference, Ewing, NJ	12/2024	\$19.36
Emily Cuervo	NJDOE Celebrating Diversity Conference, Ewing, NJ	12/2024	\$13.16
Heather Cellary	Using AI to Increase Math Learning & Teacher Productivity, Virtual	January 21, 2025	\$295.00

7.2 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the following field trip(s) for the 2024-2025 school year:

<b>Class/Group</b>	<b>Destination</b>	<b>Date(s)</b>	<b>Cost of Trip</b>	<b>Cost of Transportation</b>
Grade 4	New Jersey Statehouse Trenton, NJ	June 3, 2025	\$0.00	\$1,995.00
Grade 6	Pocono Environmental Education Center Dingmans Ferry, PA	May 14-May 16, 2025	\$12,950.00	\$2,195.00
Ski Club	Mountain Creek, NJ	January 11, 2025 & February 1, 2025	Paid by Students	\$4,190.00

7.3 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the revised District Testing Calendar for the 2024-2025 school year.

## **8.0 Personnel - Mr. Galvin**

Committee Report: The Personnel Committee met on December 17, 2024

It was motioned by Mr. Galvin, seconded by Ms. Gourley-Thompson, to approve the following items as listed:

8.1 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the following teachers as High Impact Tutoring teachers on Mondays through Thursdays starting January 6, 2025 and through April 16, 2025 with the exception of faculty meeting days at the SBEA contracted hourly rate of \$46.00 not to exceed 30 hours to be funded from the High Impact Tutoring Grant, Account # 20-450-100-100-04-0:

Vicki Angiolino  
Jaime Corrigan  
Leigh Trillhaase

8.2 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the following teachers as Homework Club Teachers on Mondays through Thursdays starting January 6, 2025 and through April 16, 2025 with the exception of faculty meeting days at the SBEA contracted hourly rate of \$46.00 not to exceed 30 hours to be funded from the ESEA Title I Grant, Account # 20-450-100-100-04-0:

Rachel Birzin	Dana Miele	Kelly Schlosser
Chrissy Bonura	Christine Morgan	
Laura Ehlers	Cindy Newman	

8.3 The Superintendent recommends that the Shrewsbury School District Board of Education rescind Yolanda Roeder as the Spanish Club Advisor for the 2024-2025 school year as previously approved on June 26, 2024.

8.4 The Superintendent recommends the Shrewsbury Borough School District Board of Education approve the following substitute, at the substitute rate \$125/day for the 2024-2025 school year - Haley Scheuer.

8.5 The Superintendent recommends that the Shrewsbury School District Board of Education approve Laura Fox for the School Climate and Safety Team for the 2024-2025 school year.

8.6 The Superintendent recommends the Shrewsbury Borough School District Board of Education approve the following Administration Substitute, at the substitute rate \$400/day for the 2024-2025 school year - Lousie Donnelly.

8.7 The Superintendent recommends that the Shrewsbury School District Board of Education approve the leave of absence for Jen Metzler-O'Rourke from January 2, 2025-June 30, 2025 as previously approved on August 21, 2024.

8.8 The Superintendent recommends that the Shrewsbury School District Board of Education approve Kelsey McCauley for extended 4th Grade Long Term Leave Replacement from January 2, 2025-June 30, 2025 for the 2024-2025 school year as previously approved on August 21, 2024.

**9.0 Policy - Ms. Barber**

Committee Report: The Policy Committee met on December 12, 2024

- Discussed draft A.I. policy and will be on January 2025 agenda

**10.0 School & Community Relations - Ms. Choi**

Committee Report: The School and Community Committee met on December 5, 2024

- The website was up and received great feedback! Construction is on schedule.

**11.0 Vote/Roll Call on Agenda Items**

	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>	<b>COMMENTS</b>
Ms. Barber	X				
Ms. Choi	X		X		Abstained from Item 5.1
Mr. Galvin	X				
Ms. Hepburn-Goldberg				X	
Ms. McCullough				X	
Ms. Moore	X				
Mr. Ngo				X	
Ms. Gourley-Thompson	X				
Ms. Groom	X				

On a voice vote, six (6) members voted yes, (0) members voted no, and three (3) members were absent and one (1) member abstained from Item 5.1

**12.0 Unfinished Business - None****13.0 Public Participation - All Topics - None****14.0 Board President's Report - Ms. Groom**

- Happy Holidays and enjoy winter break

**15.0 Adjournment**

It was motioned by Ms. Groom, seconded by Ms. Gourley-Thompson to adjourn the meeting at 7:06 pm.

	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>	<b>COMMENTS</b>
Ms. Barber	X				
Ms. Choi	X				
Mr. Galvin	X				
Ms. Hepburn-Goldberg				X	
Ms. McCullough				X	
Ms. Moore	X				
Mr. Ngo				X	
Ms. Gourley-Thompson	X				
Ms. Groom	X				

On a voice vote, six (6) members voted yes, (0) members voted no, and three (3) members were absent