

SHREWSBURY BOROUGH SCHOOL DISTRICT
April 30, 2025 - 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 – 6:30 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 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

Mr. Galvin (arrived at 6:42 pm)

Ms. McCullough

Ms. Gourley-Thompson (Vice President)

Ms. Choi

Ms. Hepburn-Goldberg (arrived at 6:43 pm)

Ms. Moore

Absent: 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 6:34 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 | | | | |
| 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
 2.2 It was motioned by Ms. Barber, seconded by Ms. Gourley-Thompson to reconvene into public session at 7:00 pm.

| | AYE | NAY | ABSTAIN | ABSENT | COMMENTS |
|----------------------|-----|-----|---------|--------|--------------------|
| Ms. Barber | X | | | | |
| Ms. Choi | X | | | | |
| Mr. Galvin | X | | | | Arrived at 6:42 pm |
| Ms. Hepburn-Goldberg | X | | | | Arrived at 6:43 pm |
| 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 April 29, 2025, jen.eklof@icloud.com, regarding “Leave of Absence”

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

- Spring Break
- Spring Musical - Wizard of OZ
- Reunification Drill
- Revised 2024-2025 Calendar - 12:30 Dismissals June 17th - 20th. June 20th - Last Day
- School Climate and Safety update
- May 9th - Bike to School Day
- May 5th - 13th - NJSLA Testing 14th - 16th - Makeup Testing
- May 23rd - 12:30 Dismissal Day/Homework Free Weekend
- May 26th - School Closed - Memorial Day

It was motioned by Ms. Groom, seconded by Mr. Ngo, 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.

| | |
|------------|---------------------------------|
| April 2025 | 4 HIB cases - all non-confirmed |
|------------|---------------------------------|

5.2 The Superintendent recommends the Shrewsbury Borough School District Board of Education approve the revised 2024-2025 school calendar.

6.0 Finance & Facilities - Mr. Galvin

Committee Report: The Finance & Facilities Committee met on April 28, 2025

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

Board of Education Certification Budget Major/Fund Status for March 2025

PURSUANT TO NJAC 6A:20-2.13(D), we certify that as of March 31, 2025, 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 March 14, 2025 in the amount of \$321,242.56 and March 28, 2025 in the amount of \$289,554.18.

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, March 19, 2025
- 6.1.2 Executive Meeting Minutes, March 19, 2025

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

Transfer of Funds for March 2025 (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 – April 2025

Recommend that the Board of Education approve the bills paid and checks issued at the Board meeting in the amount of \$898,355.04.

Board Secretary's Monthly Certification for March 2025

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 March 31, 2025 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 March 31, 2025, 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 March 2025.

6.3 The following Fire and Evacuation Drills occurred during **April 2025**:

| School Name | Security Drill Type | Date & Time |
|---------------------------|---------------------------------------|-------------------|
| Shrewsbury Borough School | Fire Drill | 4/1/25 - 11:01 am |
| Shrewsbury Borough School | School Evacuation/Reunification Drill | 4/28/25 - 1:25 pm |

6.4 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the following bus evacuation drills as scheduled below

| School | Date | Location | Supervised by |
|---------------------------|---------|-----------------|---------------|
| Shrewsbury Borough School | 4/30/25 | Front of School | B. MacConnell |

6.5 Public Hearing Adoption of the 2025-2026 Budget and Tax Levy

The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the resolution pertaining to the approval of the 2025-2026 budget as presented at the public hearing on April 30, 2025, as follows:

WHEREAS, the Shrewsbury Borough Board of Education adopted a tentative budget on March 19, 2025, 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 Schools on April 23, 2025, and

WHEREAS, the tentative budget was advertised on the district website on April 24, 2025, and

WHEREAS, the tentative budget was advertised in the legal section of the Asbury Park Press on April 27, 2025, and

WHEREAS, the final budget was presented to the public during a hearing held in the Shrewsbury Borough School, Media Center, 20 Obre Place Shrewsbury, NJ, on April 30, 2025.

NOW, THEREFORE, BE IT RESOLVED that the Shrewsbury Borough Board of Education hereby adopts the following final budget for SY 2025-2026:

| | General Fund | Special Revenue | Debt | Total |
|-------------------------------------|--------------------|-----------------|--------------------|---------------------|
| 2025-2026 Total Expenditures | \$11,282,765 | \$154,389 | \$1,682,500 | \$13,199,654 |
| Less: Anticipated Revenues | \$1,629,489 | \$154,389 | \$302,490 | \$2,166,368 |
| Taxes to be Raised | \$9,653,276 | \$0 | \$1,380,010 | \$11,033,286 |

Adjustment for HEALTH CARE COSTS

BE IT RESOLVED that the Shrewsbury Borough Board of Education includes in the final budget the adjustment for increased costs of health benefits in the amount of \$51,166. The additional funds will be used to pay for the additional increases in health benefit premiums.

Capital Reserve Withdrawal – Other Capital Projects

BE IT RESOLVED that included in the general fund appropriations, budget line 620 is a withdrawal from Capital - Other capital Projects in the amount of \$551,000 for other capital project costs of partial roof repair, network fiber replacement, camera rewiring system upgrade, and front bell entrance restoration. The total cost of these projects are \$551,000 which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

Maintenance Reserve Withdrawal

BE IT RESOLVED that as per N.J.A.C. 6A:23A-14.2(d) the general fund appropriations include a \$80,000 withdrawal from the Maintenance Reserve Account for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26-20.5.

Travel and Related Expense Reimbursement

WHEREAS, the Shrewsbury Borough School District 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, N.J.A.C. 6A:23A-7.3 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 Schools and a majority of the full voting membership of the Board; and

WHEREAS, the Shrewsbury Borough School District Board of Education established \$5,650 as the maximum travel amount for the current school year and has expended \$2,859.52 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursement in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$6,500 for the 2025-2026 school year.

6.6 Authorization to Implement the 2025-2026 Budget

The Superintendent recommends that the Shrewsbury Borough School District Board of Education authorize the Superintendent and the School Business Administrator/Board Secretary to implement the 2025-2026 budget pursuant to Board of Education policy and state regulations.

6.7 Tax Levy Certification Form A and B (A4F)

RESOLVED, that the amount required for school purpose in the school district of Shrewsbury Borough, County of Monmouth for the 2025-2026 is a general fund tax levy of \$9,653,276 plus a debt service tax levy of \$1,380,010 for a total tax levy of \$11,033,286 and is required to be levied for local school district purposes.

6.8 The Superintendent recommends that the Shrewsbury Borough Board of Education request that the Municipality provide local tax levy funds for General Current Expense and Debt Service for the 2025-2026 school year in 12 monthly payments commencing July 2025 as per the mutually agreed upon schedule by both the Municipality and the Board of Education.

6.9 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 |
|-----------------|--|----------------------------|-------------|
| 7136 | Physical Therapy Evaluation | DeMonte Therapy | \$350.00 |
| 7009 | Assistive Technology Evaluation | Adam Krass Consulting, LLC | \$1,600.00 |
| 7107 | Neurodevelopmental Assessment | G&A/DPCJ | \$660.00 |
| 6175 | Assistive Evaluation Training | Adam Krass Consulting, LLC | \$170/hr |
| 7071 | Neurodevelopmental w/Additional Diagnostic | G&A/DPCJ | \$1260.00 |
| 7137 | Physical Therapy Evaluation | DeMonte Therapy | \$350.00 |
| 7138 | Physical Therapy Evaluation | DeMonte Therapy | \$350.00 |

6.10 WHEREAS, the Shrewsbury Borough School District Board of Education deems the property/obsolete equipment 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 equipment to be disposed/recycled or for sale to other public entities without advertisement for bids in accordance with 18A:18A-45 c-f.

6.11 The Superintendent recommends that the Shrewsbury Borough School District Board of Education accept the following donation from the Shrewsbury Parent Teacher Group, Inc.:

- \$1,100 - 3rd Grade trip - Account # 95-000-270-162-01-0

6.12 The Superintendent recommends that the Shrewsbury Borough School District Board of Education accept the following donation from the Shrewsbury Parent Teacher Group, Inc.:

- \$90 - Pre-K trip - Account # 95-000-270-162-01-0

6.13 The Superintendent recommends that the Shrewsbury Borough School District Board of Education accept the following donation from the Shrewsbury Parent Teacher Group, Inc.:

- \$750 - 2nd Grade trip - Account # 95-000-270-162-01-0

6.14 The Superintendent recommends that the Shrewsbury Borough School District Board of Education accept the following donation from the Shrewsbury Parent Teacher Group, Inc.:

- \$750 - Kindergarten trip - Account # 95-000-270-162-01-0

6.15 The Superintendent recommends that the Shrewsbury Borough School District Board of Education accept the following donation from the Shrewsbury Parent Teacher Group, Inc.:

- \$1,150 - 5th Grade trip - Account # 95-000-270-162-01-0

6.16 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the placement of Student # 7077 at the Collier School at the rate of \$387.39 per day for the remainder of the 2024-2025 school year to commence on or about May 20, 2025.

6.17 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the submission of the New Jersey Schools Insurance Group (NJSIG) Safety Grant application for the 2025-2026 school year in the amount of \$2,000.

6.18 The Superintendent recommends that the Shrewsbury Borough School District Board of Education accept the Foundation for Shrewsbury Education teacher's grant in the amount of \$500 for the purpose of STEAM Materials for the General Education Classroom.

6.19 The Superintendent recommends that the Shrewsbury Borough School District Board of Education accept the Foundation for Shrewsbury Education teacher's grant in the amount of \$349 for the purchase of a 3D printer.

6.20 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the following Joint Transportation Route for the 2024-2025 school year with the Matawan-Aberdeen Regional School District as the Host District:

| Route # | Destination | Host | Joiner | # Days | Per Diem | Effective Dates | Estimated Cost |
|---------|-------------|-------|--------|--------|----------|-----------------|----------------|
| S001 | Shore/Rugby | MARSD | SBS | 38 | \$518.64 | 5/1/25-6/19/25 | \$19,708.21 |

7.0 Curriculum and Instruction - Ms. Gourley-Thompson

Committee Report: The Curriculum and Instruction Committee met on April 14, 2025

It was motioned by Ms. Gourley-Thompson, seconded by Ms. Barber, 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:

| Staff Member | Program/Workshop | Training Date | PD/Travel Cost |
|--------------------|--|---------------|----------------|
| Lisa Aquilino | Pre-K Foundations, Virtual | May 16, 2025 | \$330 |
| Katie Wicklund | Pre-K Foundations, Virtual | May 16, 2025 | \$330 |
| Darianne Masticola | Sandy Hook Promise: Say Something Implementation Workshop, Haskell, NJ | May 21, 2025 | \$68 |
| Brittan King | RBR Articulation, Red Bank, NJ | May 14, 2025 | \$0 |
| Josh Biringer | RBR Articulation, Red Bank, NJ | May 14, 2025 | \$0 |
| Yolanda Roeder | RBR Articulation, Red Bank, NJ | May 8, 2025 | \$0 |

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:

| Class/Group | Destination | Date(s) | Cost of Trip | Cost of Transportation |
|--|--|--------------------------|--------------|------------------------|
| Gifted & Talented | Mock Trial Performance, New Brunswick, NJ | May 5, 2025 | \$0.00 | \$0.00 |
| Grade 4 | Sickles Park, Patterson Park, Manson Park, Shrewsbury, NJ | May 12, 14 & 15, 2025 | \$0.00 | \$0.00 |
| Grade 7 (Participating Students) | Red Bank Regional STEM Day, Red Bank, NJ | May 29, 2025 | \$0.00 | \$0.00 |
| Grade 8 | Monmouth County Library Eastern Branch, Shrewsbury, NJ | June 2, 2025 | \$0.00 | \$0.00 |
| Student Council | Sunrise Assisted Living, 766 Broad St, Shrewsbury, NJ | May 7, 2025 | \$0.00 | \$0.00 |

7.3 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the following novels for adoption for Gifted & Talented ELA Enrichment Program for the 2025-2026 school year:

- Gr. 2, *Alvin Ho* by Lenore Look
- Gr. 3, *Ben Yokoyama* by Matthew Swason
- Gr. 4, *Sputnik's Guide to Life on Earth* by Frank Boyce
- Gr. 5, *The Only Road* by Alexandra Diaz
- Gr. 5, *Ban this Book* by Alan Gratz

7.4 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the Studies Weekly Program for Grade 3 Social Studies Curriculum.

7.5 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the Young Citizens Program for Grade 4 Social Studies Curriculum.

8.0 Personnel - Mr. Galvin

Committee Report: The Personnel Committee met on April 29, 2025

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

8.1 The Superintendent recommends the Shrewsbury Borough School District Board of Education approve Carol Meyer as chaperone for the 6th Grade PEEC trip on May 14-16, 2025, at the rate of \$250 per night.

8.2 The Superintendent recommends the Shrewsbury Borough School District Board of Education rescind Kelly Cosentino as chaperone for the 6th Grade PEEC trip on May 14-16, 2025 as previously approved on March 19, 2025.

8.3 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve Carey Abeleda for the extended Long-Term Leave Replacement until May 30, 2025 for the 2024-2025 school year.

8.4 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve Home Instruction for student #7077 for 10 hours per week at \$45.00/hour not to exceed \$ 1,800.00 from approximately April 17, 2025 to May 21, 2025 during the 2024-2025 school year as follows:

| Name | Content Area | Hourly Rate | Hours/Week |
|-------------------|----------------|--------------|--------------|
| Trillhaase, Leigh | English | \$45.00/hour | 2 hours/week |
| Trillhaase, Leigh | Language Arts | \$45.00/hour | 2 hour/week |
| Trillhaase, Leigh | Mathematics | \$45.00/hour | 2 hour/week |
| Trillhaase, Leigh | Science | \$45.00/hour | 2 hour/week |
| Trillhaase, Leigh | Social Studies | \$45.00/hour | 2 hour/week |

8.5 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve Lee Ann Arnts for an extended medical leave until May 19, 2025. (previously approved on March 19, 2025.)

8.6 The Superintendent recommends the Shrewsbury Borough School District Board of Education approve Ellie Colella as a substitute, at the substitute rate \$125/day for the 2024 - 2025 school year.

8.7 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve Brooke Novak as 3rd Grade Teacher Long Term Leave Replacement to begin May 12, 2025 - June 30, 2025 at the substitute rate of \$125.00/day for days 1-20 then the rate of BA/Step 1 \$56,730.00 (prorated) for the 2024-2025 school year.

8.8 **WALK-IN ITEM** - The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve employee #4645 for paid administrative leave from April 10, 2025 - June 30, 2025 for the 2024-2025 school year.

9.0 Policy - Ms. Moore

Committee Report: The Policy Committee did not meet this month

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

9.1 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the Acceptable Use of Generative Artificial Intelligence (AI) Plan for the second reading and adoption.

10.0 School & Community Relations - Ms. Choi

Committee Report: The School and Community Committee met on April 3, 2025

- Discussed cell phone policy
- Balance project
- Website updates
- PreK enrollment open
- Website filtering
- Advanced Math

11.0 Vote/Roll Call on Agenda Items

| | AYE | NAY | ABSTAIN | ABSENT | COMMENTS |
|----------------------|------------|------------|----------------|---------------|--------------------|
| Ms. Barber | X | | | | |
| Ms. Choi | X | | | | |
| Mr. Galvin | X | | | | Arrived at 6:42 pm |
| Ms. Hepburn-Goldberg | X | | | | Arrived at 6:43 pm |
| Ms. McCullough | X | | | | |
| Ms. Moore | X | | | | |
| Mr. Ngo | | | | X | |
| Ms. Gourley-Thompson | X | | | | |
| Ms. Groom | X | | | | |

On a voice vote, eight (8) members voted yes, zero (0) members voted no and one (1) member was absent

12.0 Unfinished Business

- Ms. Gourley-Thompson - Alliance meeting at 9-10 am tomorrow for creating and respecting personal space for Grade 3-8.

13.0 Public Participation - All Topics

- Ms. Daly - Thank you and wanted to discuss a list of successes and acknowledgements - RTI, School Climate Survey, School Newsletter, Website, Students with Special Needs, Increased communication and Homework Club

14.0 Board President's Report - Ms. Groom

- Thank you for coming and the hard work on the budget

15.0 Adjournment

It was motioned by Ms. Groom, seconded by Ms. Gourley-Thompson to adjourn the meeting at 8:18 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, eight (8) members voted yes, (0) members voted no, and one (1) member was absent