

Library, the Avon Post Office, has been posted in the Avon School, and is posted on the Avon Elementary School website. This is in compliance with the requirements of Chapter 231 of the “Open Public Meetings Law” of Public Laws of 1975.

The Board will entertain questions and/or discussion on any open session agenda item before voting on same, if requested.

Public Comment: Members of the public wishing to address the Board of Education on both agenda and non-agenda items must state their name, address, and are requested to limit their comments to five (5) minutes when it appears the public comment portion of the meeting may exceed thirty minutes in duration.

The Board will hear all participants but may not always be prepared to discuss an issue when presented; however the President or Superintendent will advise what action will be taken, if necessary, to address the concern.

Roll Call for the 2025 Avon Board of Education:

Board Member	Term Expires
Jane Losinger	2025
Marny Requa	2025
Michael Evans	2026
Kristin Scrabis-Fletcher	2026
Robert Szczepaniak	2026
William Bing	2027
John Kinkela	2027

Communications:

- Letter from DOE regarding representation on Manasquan BOE-
The Board reviewed and discussed the letter and representation

Superintendent’s Update:

- Enrollment Report – no change – sending to MHS is down by two students that moved out of town
- Safety and Security Drill Report – reviewed the report
- HIB Report
- **Recognition**
 - BCIP JIF safety incentive award in the amount of \$2,000
Mrs. Lerner reviewed the incentive award

Board President’s Update:

President Bing acknowledged Mrs. MacDonald – The Board is voting to accept her resignation and March would have been her 10 year anniversary in the district. She makes a big difference in the district and has done wonderful things. The Board wishes her the best and thanks her for her service.

Auditor's Presentation: - Allen B. Shechter of Alvino & Shechter, L.L.C.

Allen Shechter of Alvino & Shechter, L.L.C. reviewed the 2023-2024 reports in detail including the pension liability, revenues, expenses, reserve account balances and excess surplus and fund balance. He further he reviewed Schedule C-1 and stated that he did not find any discrepancies with the district's reporting and that it was an absolutely clean audit report; his opinion is an unmodified opinion which is the highest rating and therefore there is no correction action plan necessary. State Aid was discussed. President Bing thanked Mr. Shechter for his time and commended Mrs. Lerner on another clean audit.

Board Secretary Certification:

I, Amy Lerner, School Business Administrator/Board Secretary certifies that as of November 30, 2024, 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.

Amy S. Lerner

School Business Administrator/Board Secretary

Committee Reports:

- Management Committee – Jane Losinger reported that the committee met on January 2, 2025 and reviewed the policy on the use of AI and have made minor language changes. The committee reviewed the process and information from Strauss Esmay. The Board discussed the staff use of AI and student use.
- Superintendent Search Committee – Jane Losinger reported that the survey was widely responded to with 30 responses. The Board will review the responses and trends in executive session. The committee met with NJSBA and there are 29 candidates for the position that met the criteria. The committee will review and select candidates for the first round interviews to be held in early February. The will narrow the pool to 3-4 candidates for the second round to be interviewed in late February-early March. The goal is a July 1 start date.
- Communications Committee – Kristin Scrabis-Fletcher reported that the gala will be held on May 10th to celebrate the town's anniversary. The committee inquired about an open house at the school. The board discussed the date and the open house, as well as the gathering of historical data.

Public Session on Agenda Items Only: - None

Board Code of Ethics Training:

Mrs. Lerner provided each member with a power point presentation regarding the Code of Ethics for their review. She reviewed the ethics act, the code of ethics, and the standards.

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

Agenda Review:

The agenda motions were reviewed in detail by the Board.

The Board discussed the school calendar for 2025-2026 and a graduation date. Mr. Russo reviewed the setting of a graduation date. The Board discussed the February break.

The Communications Committee will get feedback from parents regarding the February break during the upcoming school year.

It was moved by Bing and seconded by Scrabis-Fletcher to close the work session and open the regular business meeting.

Voice vote was all in favor and the work session adjourned and opened to the regular business meeting at 7:47 pm.

Personnel:

It was moved by Losinger and seconded by Scrabis-Fletcher to approve, as recommended by the Superintendent, the following resolutions:

The resignation of Eileen MacDonald effective March 13, 2025.

Meredith Campbell for up to one hour to attend the district Special Education Parent Advisory Group meeting on January 23, 2025 at the rate of \$47/hr (as per the Agreement with the AEA).

Abigail Urspruch as a Substitute Teacher for the remainder of the 2024-2025 school year at a rate of \$125 per day.

Stephanie Dellanno as a Paraprofessional for the remainder of the 2024-2025 school year, effective January 21, 2025, at a salary of \$24,012 (to be pro-rated for period of employment).

Charlotte McGinley as a Paraprofessional for the remainder of the 2024-2025 school year, effective on or about January 27, 2025, at a salary of \$24,012 (to be pro-rated for period of employment). (pending Criminal History Background check)

Roll call vote was in favor, Kinkela abstained, motions carried.

Finance:

It was moved by Bing and seconded by Losinger to approve, as recommended by the Superintendent, the following resolutions:

The payroll for January 2025 totaling \$216,591.62.

The payment of bills presented for the 2024-2025 budget totaling \$180,415.59.

Transfer in the 2024-2025 budget in the amount of \$3,656.25 for the month of November 2024.

The Budget Status Report for November 2024 and the certification by the Board Secretary that there are no over expenditures in the major funds and accounts of the 2024-2025 budget; further, that sufficient funds are currently available to meet the district's current financial obligations for the 2024-2025 school year.

The Financial Reports of the Treasurer and Board Secretary for the month of November 2024.

The attached staff travel expenses for various training and business related trips as budgeted for in the 2024-2025 budget.

To accept and approve the Avon School District's Annual Comprehensive Financial Report (ACFR)/Audit and Audit Management Report for the 2023-2024 school year, and to approve submission of the report to the State Department of Education.

Roll call vote was in favor, Kinkela abstained, motions carried.

Other Business:

It was moved by Requa and seconded by Scrabis-Fletcher to approve, as recommended by the Superintendent, the following resolutions:

The minutes of the regular business and executive session meetings held December 11, 2024.

To accept and approve the Memorandum of Agreement with the Avon Police Department for the 2024-2025 school year.

The following field trips for the 2024-2025 school year:

- Select students
- Kindergarten

The attached Emergency Drill report for December 2024.

The district school calendar for the 2025-2026 school year.

To approve the high school lottery be conducted on February 19, 2025 at 6:45pm.

Public Agency Compliance Officer

In accordance with N.J. A.C. 17:27-3.2, the Board of Education designates Amy Lerner, School Business Administrator, Board Secretary as the Public Agency Compliance Officer for the Avon-by-the-Sea Board of Education.

The Public Agency Compliance Officer is the liaison between the Avon-by-the-Sea Board of Education and the State of New Jersey Department of the Treasury, Division of Purchase and Property, Contract Compliance and Audit Unit, and EEO Monitoring Program.

The Public Agency Compliance Officer is responsible for administering contracting procedures pertaining to equal employment opportunity regarding the Avon-by-the-Sea Board of Education and the appropriate contracted vendors.

The major responsibilities of the Public Agency Compliance Officer are as follows:

- Obtain and keep a current file of the required Affirmative Action Evidence from contracted vendors who do business with the Board;
- Include the mandatory Affirmative Action language in all advertisements for bids and all solicitation of proposals; and
- Include the appropriate mandatory Affirmative Action Language in all bid specifications and all Board contracts.

The School Business Administrator will assume the responsibilities at no extra compensation.

The use of the Avon Elementary School by the Avon Police Department on February 11, 2025 for active threat training as per Board policy.

Roll call vote was in favor, Kinkela abstained, motions carried.

Policy:

It was moved by Bing and seconded by Scrabis-Fletcher to approve, as recommended by the Superintendent, the following resolutions:

To approve the **first reading** of the following **new policy** of the Avon Board of Education:

2365 Acceptable Use of Generative Artificial Intelligence (AI)

To approve Acceptable Use of Generative Artificial Intelligence (AI) plan.

Roll call vote was in favor, Kinkela abstained, motions carried.

Unfinished Business: - none

New Business:

- Committee Assignments – Board reviewed
- The operations committee will need to meet in January to review the budget.
- Ms. Requa inquired about the transportation for the sports programs. Mr. Russo reviewed the process and complaints. The district will need to review and go back out to bid for a different contractor. Mrs. Lerner reviewed the spring sports transportation and the possibility of canceling such.

Public Session:

There was a question inquiring about the plan to replace Eileen MacDonald. President Bing responded that the Board will review the matter in executive session and move forward. Dr. Scrabis-Fletcher clarified that the Board hires the CSA. The CSA hires all other staff. A clear path will be shared when available.

Motion to adjourn to executive session:

It was moved by Bing and seconded by Scrabis-Fletcher for the Avon Board of Education to approve the following resolution:

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12(b), permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Board finds that such circumstances exist.

NOW, THEREFORE, BE IT RESOLVED, by the Avon-by-the-Sea Board of Education, in the County of Monmouth, State of New Jersey, as follows:

1. The public shall be excluded from discussion of any actions upon the hereinafter-specified subject matter.

2. The general nature of the subject matter to be discussed is as follows;
Personnel (Superintendent and Director Position).
3. The Board will not take action following closed executive session.
4. It is anticipated that the closed executive session will last approximately sixty (60) minutes.
5. It is anticipated at this time the above stated subject matter will be made public when the need for confidentiality no longer exists.
6. This Resolution shall become effective immediately.

Voice vote was all in favor, motion carried unanimously. The meeting was adjourned into executive session at 8:16 pm.

It was moved by Bing and seconded by Scrabis-Fletcher to adjourn executive session and reopen the meeting to the public. Voice vote was all in favor, motion passed unanimously. The meeting was re-opened to the public at 9:16 pm.

The Board discussed dates for 2nd round Superintendent interviews. The Board decided on February 22, 2025 at 8:15 a.m.

Motion to adjourn:

There being no further business before the Board, it was moved by Bing and seconded by Scrabis-Fletcher to adjourn the meeting.

Voice vote was all in favor, motion carried unanimously. The meeting adjourned at 9:20 p.m.

Respectfully submitted,

Amy S Lerner

Amy S. Lerner, Board Secretary