

**AVON BOARD OF EDUCATION**  
**Meeting of November 12, 2025**  
**AGENDA**

*The mission of Avon Elementary School is to cultivate respectful, responsible, and caring students who are empowered to think creatively, critically, and work collaboratively to positively impact their community.*

1. **Call to order:** Flag Salute.
  
2. **President’s Statement:** This meeting has been advertised as a regular business meeting in the Asbury Park Press on July 14, 2025 and the Coast Star on July 10, 2025. Copies of the notice have been forwarded to the Avon Borough Office, the Avon Public 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.

3. **Roll Call:** Evans, Kinkela, Losinger, Requa, Scrabis-Fletcher, Szczepaniak,  
Bing
  
4. **Communications**
  
5. **Superintendent’s Update**
  - Enrollment Report
  - Safety and Security Drill Report
  - **Recognition**
  
6. **Board President’s Update**
  
7. **Committee Reports**
  - Communications Committee – Robert Szczepaniak
  - Operations Committee-Marny Requa
  - Educational Excellence – Kristin Scrabis-Fletcher
  - Management Committee – Jane Losinger

**8. Presentations**

- HIB Training - Tim Teehan, NJSBA Field Service Representative
- Financial Literacy, District Reports - Amy Lerner
- Pre-K Enrollment Cap

**9. Board Secretary Certification**

I, Amy Lerner, School Business Administrator/Board Secretary certifies that as of September 30, 2025, 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

**10. Motion to adjourn to executive session:**

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:  
Legal (contract matter, student residency issue) and HIB.
3. The Board will not take action following the closed executive session.
4. It is anticipated that the closed executive session will last approximately thirty (30) 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.

**11. Public Session on Agenda Items Only**

**12. Personnel**

Motion to approve, as recommended by the Superintendent, the following resolutions:

- 12.1. Lisa Tarver as Substitute Teacher for the 2025-2026 school year at a rate of \$125 per day.
- 12.2. Lisa Tarver as a Leave Replacement Teacher from January 9 through April 2, 2026 at a salary of \$85,100 (1.0 FTE, Step 16 , MA)(to be prorated for the period of employment)
- 12.3. Sharon Cumiskey and Maria Irace to provide before school tutoring

services for the 2025-2026 school year, 3 hours per week for a total of 25 hours each, at the teacher contracted rate \$47/hr (to be paid with Title I funds).

- 12.4. Kathleen Cascio as a Dance Chaperone on Friday, November 14, 2025 at H.W. Mountz for a sending District Dance at the stipend rate of \$109 per the AEA Agreement.
- 12.5. A leave of absence for Jennifer Silvestri for the period of November 24, 2025 through March 16, 2026.

### **13. Finance**

Motion to approve, as recommended by the Superintendent, the following resolutions:

- 13.1. The payroll for November 2025 totaling \$.
- 13.2. The payment of bills presented for the 2025-2026 budget totaling \$.
- 13.3. Transfers in the 2025-2026 budget in the amount of \$3,919.24 for the month of September 2025.
- 13.4. The Budget Status Report for September 2025 and the certification by the Board Secretary that there are no over expenditures in the major funds and accounts of the 2025-2026 budget; further, that sufficient funds are currently available to meet the district's current financial obligations for the 2025-2026 school year.
- 13.5. The Financial Report of the Treasurer and Board Secretary for the month of September 2025.
- 13.6. The termination of the contract with Shoreline Therapy Services, LLC for the 2025-2026 school year, at the request of the vendor, effective December 4, 2025.
- 13.7. Renewal of membership in Burlington County Joint Insurance Pool (BCIP JIF)

**WHEREAS**, the Avon Borough School District hereinafter referred to as "Board", is a member of the Burlington County Insurance Pool Joint Insurance Fund, hereinafter referred to as "JIF", and has reviewed the Bylaws and Plan of Risk Management of the JIF; and

**WHEREAS**, the Board believes in the safety of its employees and the public who participate in the life of the Board; **and**

**WHEREAS**, the Board agrees with the risk management disciplines inherent to membership in said JIF which are explicit in the JIF's Bylaws and Risk Management Program; and

**WHEREAS**, the Board agrees that the statement below is consistent with its own philosophy:

“It is the goal of the Burlington County Insurance Pool Joint Insurance Fund (JIF) and its member Boards of Education to achieve the best and most practical degree of freedom from accidents and/or injuries. The JIF and its members also endeavor to insure that all employees are provided with a safe and healthy environment, free from any recognized hazard as defined by applicable local, state, and federal regulations. Loss prevention, which is the responsibility of the Board, should succeed in providing a safe, healthful and pleasant working environment.” and,

**WHEREAS**, the JIF is a legally authorized and constituted joint insurance fund as permitted by Chapter 108, Laws of 1983 (N.J.S.A. 18A:18B-1 et.seq.), and has operated successfully on behalf of area school districts since its formation on July 1, 1984; and

**WHEREAS**, the statutes regulating the conduct of the JIF contain elaborate safeguards concerning the safe and efficient administration of the public interest entrusted to said JIF; and

**WHEREAS**, the Board has determined that continued participation as a member of the JIF is in the Board's best interest;

**NOW THEREFORE, BE IT RESOLVED** that the Board hereby agrees to renew its membership in the JIF for a three year membership term which shall commence on ***July 1, 2026***, at 12:01 a.m.; and

**BE IT FURTHER RESOLVED**, that the Board will participate in all lines of coverage the JIF provides as defined by the JIF's Risk Management Program, which are generally described herein as follows:

1. Workers' Compensation and Employers' Liability
2. General Liability and Automobile Liability
3. Educator's Legal Liability, including Employment Practices Liability
4. Property Damage, including Automobile Physical Damage
5. Employee Dishonesty (Crime) Insurance
6. Boiler & Machinery/Equipment Breakdown
7. Cyber Liability
8. Pollution and Mold Legal Liability
9. Crisis Protection Program
10. Unmanned Aerial Systems Liability
11. Student Accident on an Annual Elective Basis

**BE IT FURTHER RESOLVED**, that the Board appoints Amy Lerner as its Delegate to the JIF and empowers said Delegate to; exercise the voting rights provided in the JIF's Bylaws to Delegates in a manner which best protects the Board and JIF, to implement and strengthen the Board's safety and risk management efforts, to participate fully and with efficiency in the JIF to comply with all conditions of membership as defined in the JIF Bylaws and Risk Management Program, and to execute all agreements, including but not limited to an Indemnity & Trust Agreement in order to implement membership by the Board in the JIF.

#### **14. Other Business**

Motion to approve, as recommended by the Superintendent, the following resolutions:

- 14.1. The minutes of the regular business and executive session meetings held on October 8, 2025.
- 14.2. The attached Emergency Drill report for October 2025.
- 14.3. The following Field Trips:
  - PreK (2)
  - K-1
  - Gr 1 - 4 (select students)
  - Gr 2 - 3
  - G & T Convocations:
    - Gr 5
    - Gr 6 & 7
    - Gr 6
  - Gr 7 & 8 - Service Learning
- 14.4. The Memorandum of Agreement between Education and Law Enforcement Officials for the Avon-by-the-Sea District for 2025-2026.
- 14.5. Denise Cumiskey, as a volunteer coach (to assist Sharon Cumiskey) for the girls basketball team for the 2025-2026 season.
- 14.6. The High School Lottery to take place on Wednesday, January 7, 2026 at 6:45 pm
- 14.7. Affirmation of the Superintendent's HIB determination for Case #001 (Finding: Unfounded)

#### **15. Policy**

Motion to approve, as recommended by the Superintendent, the following resolutions:

- 15.1. The **second reading and adoption** of the following **revised By-Laws** of the Avon Board of Education:
  - 0143 Board Member Election and Appointment
  - 0173 Duties of Public School Accountant
  - 0174 Legal Services
  - 0177 Professional Services
  
- 15.2. The **second reading and adoption** of the following **revised policies** of the Avon Board of Education:
  - 1570 Internal Controls
  - 1620 Administrative Employment Contracts
  - 2422 Statutory Curricular Requirements
  - 5511 Eligibility of Resident/Nonresident Students
  - 5512 Harassment, Intimidation, or Bullying
  - 5516 Use of Electronic Communication Devices
  - 5533 Student Smoking
  - 5701 Academic Integrity
  - 5710 Student Grievance
  - 6111 Special Education Medicaid Initiative (SEMI) Program
  - 6220 Budget Preparation
  - 8500 Food Services
  - 9320 Cooperation with Law Enforcement Agencies
  
- 15.3. The **second reading and adoption** of the following **new policies** of the Avon Board of Education:
  - 1636.01 Notification of Promotion, New Job, and Transfer Opportunities
  - 5339.01 Student Sun Protection
  - 5516 Use of Electronic Communication Devices
  - 7441 Electronic Surveillance In School Buildings and On School Grounds

## **16. Facilities and Transportation**

Motion to approve, as recommended by the Superintendent, the following resolutions:

- 16.1. The Bus Evacuation Drill for Grades PreK-8 held on October 28, 2025.
  
- 16.2. The transportation jointure with the Red Bank Regional Board of Education for four (4) Avon resident students on route V621 at a cost of \$7,163.08 for the 2025-2026 school year.
  
- 16.3. Approval of the Comprehensive Maintenance Plan  
WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required maintenance activities” for each of its public school facilities, and  
and  
WHEREAS, the required maintenance activities as listed in the attached document for the school facilities of the Avon Board of Education are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use in their original condition and to keep their system warranties valid,

NOW, THEREFORE BE IT RESOLVED, that the Avon Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the years 2023- 2027 for the Avon Board of Education in compliance with the Department of Education requirements.

**17. Unfinished Business**

- Mandated Training

**18. New Business**

- Mural on building
- Board Election

**19. Public Session**

**20. Motion to Adjourn**