

EATONTOWN BOARD OF EDUCATION
Eatontown, New Jersey
April 23, 2018

Minutes

Mr. Robert English, Board President, read the following statement: I hereby announce, pursuant to Section 5 of the Open Public Meetings Act that adequate notice of this meeting has been provided as follows: A notice was published on January 5, 2018, in the Asbury Park Press and sent to the Atlanticville on January 5, 2018, distributed to the Eatontown Borough Clerk and posted on the front door of the Board of Education Building at 5 Grant Avenue, Eatontown, New Jersey, stating the time, date, and place of this meeting.

Mr. English read the District Mission Statement: It is the mission of the Eatontown Public Schools to set high academic and social expectations for its students. By providing our students with appropriate staffing, resources and funding they will be able to reach these expectations and achieve the New Jersey Student Learning Standards.

Moment of Reflection

Mr. English read the following statement: Let us take a moment for each of us to reflect on our mission and its place in our work here today and its impact to our continuing commitment to the students of the Eatontown Public School District.

Pledge to the flag – Led by the 5th Grade Vetter Students

Roll Call Roll call showed the following Board Members in attendance: Messrs. English, Lawson, Ortiz and Regan and Mmes. Flynn and Martinock. Messrs. Fitterer and Siino and Mrs. Miller were absent. Also in attendance: Mr. Scott T. McCue, Superintendent, Mrs. Lori Youngclaus, Business Administrator/Board Secretary, and Mr. Dennis Collins, Esq.

Presentation

Public Hearing of the 2018-2019 School Budget

Scott T. McCue, Superintendent of Schools
Lori Youngclaus, School Business Administrator/Board Secretary

The 2018-2019 Budget Highlights:

- Strong academic programs based on the New Jersey Learning Standards
- Professional growth & development for staff, including four additional Professional Development Days
- Continued investment in research-based, educational best practices
- Staffing and Resources to support and expanding ELL and Special Education populations
- Continued support of Gifted and Talented and Extracurricular Programs
- Continued enhancements to the Technology Program and maintenance of new devices for students and staff
- Continued funding to support the District's Ten-Year Technology Plan
- Providing new educational materials for curriculum areas such as Science, English Language Arts, and Mathematics
- Support of facility maintenance and improvements
- Continuation of shared services arrangements

Major Factors Impacting the School Budget

- Declining Enrollment
- Slight increase in State Aid for 2018-2019
- Local economic forces (42.81% free and reduced lunch)
- Increase in Special Education Costs of about \$220,000 due to increase in students requiring an Individualized Educational Plan (IEP)
 - State 17%
 - Monmouth County 18%
 - Eatontown 23%
- Fixed Costs (out of District Placements, supplies/materials, services, salaries & benefits)

2018-2019 Budget Revenues

Local	\$15,446,903
Tuition	\$ 84,979
Budgeted Fund Balance	\$ 1,269,576
Federal Aid	\$ 57,581
State Aid	\$ 3,971,287
Capital Outlay	\$ 437,000
Miscellaneous	\$ 4,157
Total	\$21,271,483

2018-2019 Budget Expenditures

Instruction	49.78%
Administration	3.84%
Capital Outlay	2.06%
Transportation	4.96%
Operating and Maintenance	11.37%
Benefits	17.63%
Staff Development	.11%
Pupil Support	10.25%

Anticipated Facility Improvements

- District Wide
 - Security Cameras \$100,000
 - LED Exterior Light Fixtures \$ 93,000
 - Security Vestibules \$101,000
 - Refinishing of Stages \$ 10,000
 - Replacement of HVAC Components \$ 25,000

Anticipated School Improvements

- Meadowbrook School
 - Lighting for Walkway \$ 12,000
 - Installation of New Hot Water Heater \$ 10,000
- Woodmere School
 - Preschool Playground Equipment \$ 45,000
 - Replacement of Fixture Lens for Interior Lighting \$ 5,000
- Vetter School
 - Lighting for Walkway \$ 18,000
- Server Room in Memorial School
 - Replacement of Components for Generator \$ 5,000

Technology Budget

- \$342,962 Technology Investment
- Resources to maintain the number of student-used as well as staff-used devices
- Purchase of new hardware & software
- Assessment programs to track student progress in English Language Arts and Mathematics
- Technology training for staff members
- Refreshing of computers according to the Ten-Year Technology Plan
- The District currently supports a 1:1 student to computer ratio in Grades 2-8

Budget Accomplishments

- Maintain and strengthens current educational programs, services and staffing
- Supports rewriting the Social Studies, Physical Education, Art and Music Curriculums K-8 over the summer
- Addresses the needs of all students in a fiscally responsible manner
- Maintains extra/co-curricular programs
- Continues the implementation of NJ Student Learning Standards
- Supports a strong technology program to enhance teaching and learning initiatives
- Provides resources to implement the changes to the science curriculum to the Next Generation Science Standards
- Supports educational programs, staffing and materials needed to address the needs of all learners

- Provides rich Professional Development experiences for staff
- Provides for additional learning opportunities for students using the Winter and Summer Learning Academies
- Maintains a vision for future educational and facilities improvements
- Provides important safety and security upgrades

ORGANIZATIONAL RESOLUTIONS

Mr. English presented the following Resolutions, seconded by Mrs. Flynn.

Approval of Depositories

1. BE IT RESOLVED that the below listed Financial Institutions, Funds and Corporations be designated as approved depositories for the Eatontown Board of Education funds and that the Financial Institutions be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes:

Approval of Depositories: TD Bank of Eatontown, New Jersey, Chase Bank of Shrewsbury, New Jersey, Sovereign Bank of West Long Branch, New Jersey, Wells Fargo Bank of Eatontown, New Jersey, Beneficial Bank, New Jersey and the State of New Jersey Cash Management Fund and NJ/ARM Asset and Rebate Management Program;

AND, FURTHER BE IT RESOLVED that the Board Secretary be authorized to wire transfer Board of Education funds between Board of Education accounts only;

AND, FURTHER BE IT RESOLVED that the Board Secretary be authorized to enter into agreements with the State to allow the State to initiate credit entries to Board of Education accounts in its depositories by automatic deposit(s) when appropriate;

AND, FURTHER BE IT RESOLVED that any and all endorsements for or on behalf of this Corporation upon checks, drafts, notes or instruments for deposit or collection made may be written or stamped endorsements of the Corporation without any designation of the person making such endorsements;

AND, FURTHER BE IT RESOLVED that the Board Secretary be authorized on behalf of the Board of Education to change existing account types and establish new Statement Savings, NOW, Special Checking and/or Money Market Investments Accounts in any one or all of the above depositories when in the best interest of the Board of Education;

AND, FURTHER BE IT RESOLVED that any funds on deposit in Board of Education accounts be subject to withdrawal at any time upon presentation of warrants, checks, notes, bonds, bond coupons or other instruments or orders for the payment of money when signed, live or facsimile;

AND, FURTHER BE IT RESOLVED that the Board of Education Secretary is hereby authorized to deliver, upon demand, specimen facsimile signatures of required authorities to the above approved depositories;

AND, FURTHER BE IT RESOLVED that the Board Secretary is hereby authorized on behalf of the Board of Education to:

- (a) Withdraw from depositories and give receipt for, or authorize depositories to deliver to bearer or to any person designated by the Board Secretary, all or any documents and securities or other property held by the depositories for any purpose, and
- (b) Authorize the depositories to purchase or sell C.D.'s, Repurchase Agreements and other securities, and
- (c) Execute and deliver all instruments required by the depositories in connection with any of the foregoing resolutions and affix thereto the seal of the Corporation.

Authorized Signatures

2. BE IT RESOLVED to authorize the following signatures for money market, checking and savings accounts and that checks drawn on the following accounts of the Board of Education, Borough of Eatontown, New Jersey, be signed as follows:

Cafeteria Checking Account – Signature Required

Any one of the following lines of persons:

1. Board Secretary
2. Superintendent

Student Activity Checking Account – Memorial School – Signature Required

All of the two following lines of persons:

1. Principal
2. Secretary

Student Activity Checking Account – Vetter School – Signature Required

All of the two following lines of persons:

1. Principal
2. Secretary

Student Activity Checking Account – Meadowbrook School – Signature Required

All of the two following lines of persons:

1. Principal
2. Secretary

Student Activity Checking Account – Woodmere School – Signature Required

All of the two following lines of persons:

1. Principal
2. Secretary

General Funds Account – Facsimile Required

All of the following persons:

1. President or Vice-President
2. Board Secretary
3. Treasurer

Payroll Agency Account - Facsimile Required

All of the following persons:

1. Treasurer
2. Board Secretary

Payroll Account - Facsimile Required

All of the following persons:

1. Treasurer
2. Board Secretary

Unemployment Insurance Trust Account – Signature Required

The following person: 1. Board Secretary

Flexible Spending Account – Facsimile Required

The following person: 1. Treasurer

Palmisano Account – Signature Required

One of the following persons: 1. Superintendent
2. Board Secretary

Sickle Fund – Memorial School – Signature Required

One of the following persons: 1. Superintendent
2. Board Secretary

**Appointment of Representatives Requesting
Federal and State Funds**

3. BE IT RESOLVED that the Superintendent of Schools and the Business Administrator/Board Secretary for the Eatontown Board of Education or their designees, be designated as the Board's agents to request state and federal funds under the existing State and Federal Laws for the period from the date of this Organization Meeting to the Board Organization Meeting in the next calendar year.

Appointments

4. BE IT RESOLVED to approve the following appointments for the 2018-2019 school year:

Public Agency Compliance Officer	Lori Youngclaus
Custodian of Public Records	Lori Youngclaus
Affirmative Action Officer for Contracts	Lori Youngclaus
District Qualifying Purchasing Agent	Lori Youngclaus
403b Plan Administrator	Lori Youngclaus
Homeless Liaison	Debra Nappi
Americans with Disabilities Act Officer	Debra Nappi
Division of Youth and Family Services Coordinator	Debra Nappi
Affirmative Action Officer for District & Curriculum	Kristoffer Brogna
Affirmative Action Officer/Gender-Equity Officer	Kristoffer Brogna
504 Officer	Kristoffer Brogna
Title 9 Officer	Kristoffer Brogna
English as a Second Language Plan	Tara Micciulla
Safety Officer	Frank Primiani
Substance Awareness Coordinator	Jay Medlin
Emergency Management Preparedness Coordinator/	
School Safety Officer	Kevin Iozzi
Right-To-Know Contact Person	Frank Primiani
Indoor Air Quality Officer	Frank Primiani
Chemical Hygiene Officer	Frank Primiani
Asbestos Officer	Frank Primiani
Integrated Pest Management Officer	Frank Primiani
School Physician	Dr. Rubino

School Funds Investor

5. BE IT RESOLVED to designate the Business Administrator as the School Funds Investor.

Uniform Minimum Chart of Accounts

6. BE IT RESOLVED to authorize the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2018-2019 school year.

Tax Shelter Annuity Companies

7. BE IT RESOLVED to approve the following companies to provide Tax Shelter Annuity salary reduction agreements for the 2018-2019 school year.

Lincoln Met Life AXA Equitable Valic

Petty Cash Accounts

8. BE IT RESOLVED that the Board approve the Petty Cash Fund in the amount of \$200.00 with a set maximum allowable individual expenditure of \$50.00. The following building principals/administrators will be authorized to approve:

<u>School</u>	<u>Name</u>	<u>Amount</u>
Memorial School	Jay Medlin, Principal	\$200/\$50
Vetter School	Kevin Iozzi, Principal	\$200/\$50
Meadowbrook	Valerie Cioffi, Principal	\$200/\$50
Woodmere	Kristoffer Brogna, Principal	\$200/\$50
Administrative Office	Lori Youngclaus, Business Administrator	\$200/\$50

Claims Auditor

Pre-Payment Authority

9. BE IT RESOLVED that the Business Administrator be designated as the Board of Education's Claims Auditor with authority, as provided by 18A:19-2 amended, to direct pre-payment of claims for Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the best interest of the Board to pay promptly.

Organization Chart

10. BE IT RESOLVED the Board approve the 2018-2019 Organization Chart for the Board of Education. (Attachment #10)

Designation of Superintendent

Transfer Authority

11. BE IT RESOLVED that as provided by N.J.S.A. 18A:22-8.1 amended, the Superintendent of Schools be designated as Chief School Administrator to approve such line item budget transfers as are necessary between Board of Education meetings; and

FURTHER BE IT RESOLVED that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of such meeting not less than monthly.

**Appointment of Representative to
County Educational Services Commission**

12. BE IT RESOLVED that the Superintendent of Schools, is designated as the Board representative to the Monmouth-Ocean Education Services Commission for a period from the date of this Organization Meeting to the Organization Meeting in the next calendar year.

Fee for Copies of Public Documents

13. BE IT RESOLVED that the Board of Education hereby establishes a photocopy fee of (\$.05) five cents for printed matter of letter size page or smaller and (\$.07) seven cents for printed matter of legal size or larger for official Board Minutes and other public documents.

Adoption of Emergency Management Plan

14. BE IT RESOLVED to approve the adoption of the Emergency Management Plan for the 2018-2019 school year.

2018-2019 Curriculum & Text Book Adoption

15. BE IT RESOLVED to adopt all textbooks and curriculum guides presently in effect for the 2018-2019 school year.

Multi-Year Plans

16. BE IT RESOLVED to approve the following multi-year plans:

- (a) The Long Range Facility Plan
- (b) The Three-Year Comprehensive Maintenance Plan
- (c) Technology Plan
- (d) Comprehensive Equity Plan
- (e) New Teacher Induction/Mentor Plan

Insurance Agent

17. BE IT RESOLVED that the Board appoint Robert Squillare, Robert Squillare & Associates, 86 Broad Street, Eatontown, New Jersey, 07724, to serve as the district insurance agent for the 2018-2019 school year.

Asbestos Management

Extraordinary Unspecifiable Services

18. BE IT RESOLVED that the Board appoint Brinkerhoff Services Incorporated, Manasquan, New Jersey as Asbestos Management of Record for the 2018-2019 school year.

Integrated Pest Management Coordinator

19. BE IT RESOLVED that the Board appoint Western Pest Services, Shrewsbury, New Jersey, as its Integrated Pest Management Service of Record for the 2018-2019 school year.

Board Attorney

20. BE IT RESOLVED that the Board of Education appoint Mr. Dennis Collins, Esq. of the firm Collins, Vella & Casello, LLC, as Board Attorney, for legal services from July 1, 2018 through June 30, 2019 in accordance with the contract for services which is placed on file in the Business Office.

This contract is awarded without competitive bidding as a professional service under the provisions of the Public School Contracts Law. All requisite "Pay to Play" submissions have been received.

**Computer Software Maintenance
Extraordinary Unspecifiable Services**

21. WHEREAS, the Eatontown Board of Education has need for Computer Software Maintenance Services to assist the district in daily usage of budget, payroll, personnel and fixed asset software for the 2018-2019 school year,

WHEREAS, it has been determined that the required services are specialized in nature, require expertise in the field of computers and software, and is not reasonably possible to describe the required services with written bid specifications.

NOW, THEREFORE, BE IT RESOLVED that the Eatontown Board of Education shall award a contract in the amount of \$8,268.00 for these services as an extraordinary unspecifiable service to Computer Solutions Incorporated, 6 Commerce Street, Branchburg, New Jersey 08876.

BE IT FURTHER RESOLVED that the details of the computer software maintenance services and the costs will be covered by a mutually agreed upon contract filed in the Business Office.

**E-Rate
Extraordinary Unspecifiable Service**

22. BE IT RESOLVED to appoint E-Rate Consulting, 130 Valley Road, Montclair, New Jersey 07042, to provide E-Rate Services, Category 1 & 2 Services, for the 2018-2019 school year.

**Policy Services
Extraordinary Unspecifiable Service**

23. BE IT RESOLVED that the Board appoint Strauss-Esmay, Toms River, New Jersey as the Policy Services of record for the 2018-2019 school year.

Auditing Services

24. BE IT RESOLVED that the Board of Education appoint Mr. Robert Allison of Holman, Frenia, and Allison, PC. Freehold, New Jersey, as Board Auditor for the 2018-2019 school year.

This contract is awarded without competitive bidding as a professional service under the provisions of the Public School Contracts Law. All requisite "Pay to Play" submissions have been received.

**State Contract Purchasing Resolution Authorizing the Procurement of
Goods & Services through State Agency for the 2018-2019 school year**

25. WHEREAS, Title 18A:18A-10 provides that "a board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, the Eatontown Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Eatontown Board of Education desires to authorize its purchasing agent for the 2018-2019 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.”

NOW, THEREFORE, BE IT RESOLVED that the Eatontown Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors that have State Contracts. The Purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contact Number utilized.

Healthcare

Third Party Administrator

26. BE IT RESOLVED that the Board of Education approve Brown & Brown Benefit Advisors, as the District’s Third Party Administrator – Health/Dental Insurance Broker of Record for the 2018-2019 school year. Brown & Brown Benefit Advisors will provide Third Party Administrator services regarding the Flexible Spending Account Plan.

Administrator/Teacher in Charge for the 2018-2019 school year

27. BE IT RESOLVED to approve the following personnel as teachers and/or administrator-in-charge when the principals are out of their buildings for the 2018-2019 school year:

Memorial School	-	Mrs. Tara Micciulla
Woodmere School	-	Ms. Kerry Corregano
Vetter School	-	Mrs. Tiffany Boufford
Meadowbrook School	-	Mrs. Patricia Stengel

Designation of Superintendent Transfer Authority for the 2018-2019 school year

28. BE IT RESOLVED to approve Mrs. Tara Micciulla, Director of Education, as the “Superintendent In Charge” for the 2018-2019 school year as needed in the absence of the Superintendent.

Appointment of Labor Attorney for the 2018-2019 school year

29. BE IT RESOLVED that the Board of Education appoint Mr. Douglas Kovats, Esq., of the firm of Kenney, Gross, Kovats and Parton, as labor counsel for the Eatontown Board of Education for the 2018-2019 school year in accordance with the contract for services which is placed on file in the Business Office.

This contract is awarded without competitive bidding as a professional service under the provisions of the Public School Contracts Law. All requisite “Pay to Play” submissions have been received.

Third Party Administrators Workers Compensation

30. BE IT RESOLVED that the Board appoint New Jersey School Board Insurance Group, Burlington, New Jersey as the Third Party Administrators of record for the 2018-2019 school year.

Alliance for Competitive Energy Services (ACES)

31. BE IT RESOLVED to appoint the Alliance for Energy Services for the 2018-2019 school year.

Alliance for Competitive Telecommunication Services (ACT)

32. BE IT RESOLVED to appoint the Alliance for Competitive Telecommunication Services for the 2018-2019 school year.

District Vehicle Usage

33. BE IT RESOLVED that the use of all district vehicles be used in accordance with Board Policy # 7650 – School Vehicle Assignment, Use, Tracking, Maintenance and Accounting.

Standard Operating Procedures/Internal Controls Manual

34. BE IT RESOLVED to adopt the Standard Operating Procedures/Internal Controls Manual pursuant to N.J.A.C. 6A:23A-16.8 for the 2018-2019 school year which can be found on file in the Business Office.

Purchasing Manual

35. BE IT RESOLVED to adopt the Purchasing Manual pursuant to N.J.A.C. 5:34,et seq for the 2018-2019 school year which can be found on file in the Business Office.

**Waiver of Coverage
Health Benefits Program**

36. WHEREAS, employees are now permitted to waive their HBP medical and prescription coverage – provided they have other health care coverage, and

WHEREAS, a Health Benefits Program Coverage Waiver/Reinstatement Form and Active Employee Health Benefits Application must be submitted through the Payroll Office to the HBP in order to waive HBP medical and prescription coverage, and

WHEREAS, to reinstate coverage under the HBP, an employee must once again complete a Health Benefits Program Coverage Waiver/Reinstatement Form and Active Employee Health Benefits Application, and

WHEREAS, the employee must notify the Payroll Office within 30 days of the loss of the other coverage and provide proof of loss of that coverage, and

WHEREAS, reinstatement will be effective immediately following the loss of the employee's other health plan coverage,

NOW, THEREFORE, BE IT RESOLVED that the Eatontown Board of Education offers the opt out plan to all active eligible employees, and

BE IT FURTHER RESOLVED those active eligible employees who are eligible for other health care coverage will receive an incentive payment of the following:

Single	\$1,455	Married/Spouse	\$2,911
Parent/Child	\$2,154	Family	\$3,639

BE IT FURTHER RESOLVED the incentive payment will be paid in two installments on the closest pay date to December 30th and June 30th each year.

The decision of the Eatontown Board of Education to allow its employees to waive coverage, and the amount of incentive to be paid, cannot be subject to the collective bargaining process.

Ayes: English, Fitterer, Flynn, Lawson, Martinock, Miller, Ortiz, Regan and Siino

Nays: None

Absent: Fitterer, Miller and Siino

Superintendent's Report

Mr. Lawson presented the following Resolution, seconded by Mr. Regan.

BE IT RESOLVED to accept the Superintendent's Report for April 2018.

Harassment, Intimidation and Bullying Report (Mandated by the State)

Ayes: English, Flynn, Lawson, Martinock, Ortiz and Regan

Nays: None

Absent: Fitterer, Miller and Siino

Approval of Minutes

Mr. Ortiz presented the following Resolution, seconded by Mrs. Martinock.

BE IT RESOLVED that the Minutes of the Regular Board Meeting of April 9, 2018, be approved as attached.

Ayes: English, Flynn, Lawson, Martinock, Ortiz and Regan

Nays: None

Absent: Fitterer, Miller and Siino

Meeting Opened to The Public to Comment on Agenda Items and the budget presentation.

Mr. Ortiz motioned to open the meeting to the Public, seconded by Mr. Lawson.

Upon call of the question, the motion passed unanimously.

Mrs. Apisa inquired about the 1:1 technology and about the out of district placements.

Mr. McCue addressed her concerns.

Meeting Closed to the Public to comment on agenda items and the budget presentation.

Mr. Ortiz motioned to close the meeting to the Public, seconded by Mr. Lawson.

Upon call of the question, the motion passed unanimously

Insurance & Finance

Mr. Lawson stated since our last Board of Education meeting the Finance Committee has not met. I would though, like to thank our Superintendent, Scott T. McCue, our Business Administrator, Lori Youngclaus, and the business office staff for all of their time and hard work that they put into this year's budget, as well as my fellow Finance Committee members, Ed Fitterer, Mark Regan, Jr. and our Board President, Bob English, for all of their time that they put into this budget as well, their input and questions were greatly appreciated. Also, the district recently received some great news. This year the district applied for the Association of School Business Officials (ASBO) International Certificate of Excellence in Financial Reporting. In an email, our Business Administrator, Lori Youngclaus, received the following message: Congratulations to your District on receiving ASBO International's FY 2017 Certificate of Excellence in Financial Reporting! Your District's participation in the program is a reflection of your district's commitment to transparency and high quality financial reporting.

Mr. Lawson asked Mr. McCue to elaborate on the meaning of the Certificate of Excellence in Financial Reporting.

Mr. McCue responded for more than 40 years, the Certificate of Excellence in Financial Reporting (COE) has honored school districts for excellence and best practices in financial reporting. Earning the COE shows our community that our district is credible and committed to fiscal integrity. It helps achieve a better bond rating from credit evaluations by clearly disclosing all required information. It demonstrates the district's transparency as it shares financial information above and beyond what GAAP requires. It also improves our CAFR with comments from finance professionals who provided actionable feedback.

Mr. Lawson presented the following Resolutions, seconded by Mr. English.

1. Recommend the Board approve the following resolution:

WHEREAS, the Eatontown Board of Education adopted a tentative budget on March 26, 2018 to be submitted 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 11, 2018 and

WHEREAS, the tentative budget was advertised in the legal section of the Asbury Park Press on April 13, 2018, and

WHEREAS, the tentative budget was presented to the public during a public hearing on March 26, 2018, and

WHEREAS, the total amount of the budget for General Fund Expenses shall be \$21,271,483 of which \$15,446,903 shall be raised by tax levy, and

WHEREAS, the total amount of the budget for Special Revenue Fund Expense shall be \$858,837, of which \$0.00 shall be raised by tax levy, and

WHEREAS, the total amount of the budget for Debt Service Expense shall be \$1,953,550 of which \$1,289,343 shall be raised by tax levy.

NOW THEREFORE, BE IT RESOLVED that the Eatontown Board of Education hereby adopts the 2018-2019 School Year budget and,

BE IT RESOLVED that there should be a local tax levy raised for the General Funds \$15,446,903 for the ensuing School Year (2018-2019) and

BE IT RESOLVED that there should be a local tax levy raised for Debt Service Funds, \$1,289,343 for the ensuing School Year (2018-2019).

Adjustment Banked Cap

RESOLVED that the Eatontown Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.3(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$154,878 for the purposes of increased security features and special education costs. The district intends to complete said purposes by June 2019.

Capital Reserve Account Withdrawal

RESOLVED that the Eatontown Board of Education requests the approval of a capital reserve withdrawal in the amount of \$283,000. The district intends to utilize these funds as follows:

District Wide – Security Cameras	\$100,000
District Wide – Upgrade of Exterior Light Fixtures	93,000
Woodmere School – Preschool Playground Equipment	45,000
Vetter School – Lighting for Walkway	18,000
Meadowbrook School – Lighting for Walkway	12,000
Meadowbrook School – Install New Hot Water Heater	10,000
Meadowbrook School – Install Hallway Door and Frame	5,000
Total	<u>\$283,000</u>

Maintenance Reserve Account Withdrawal

RESOLVED that the Eatontown Board of Education requests the approval of a maintenance reserve withdrawal in the amount of \$53,000. The district intends to utilize these funds as follows:

District Wide – Repainting and Repair of Curbs/Parking Lines	\$ 8,000
District Wide – Refinishing of Stages and Gym Floor	10,000
District Wide – Replacement of HVAC Coils, Motors & Compressors	25,000
Woodmere – Replacement of Fixtures Lens of Interior Lighting	5,000
Memorial – Replacement of Components in Generator	5,000
Total	<u>\$ 53,000</u>

Emergency Reserve Account Withdrawal

RESOLVED that the Eatontown Board of Education requests the approval of an emergency reserve withdrawal in the amount of \$101,000. The district intends to utilize these funds as follows:

District Wide – Security Vestibules	<u>\$101,000</u>
Total	<u>\$101,000</u>

2. BE IT RESOLVED that the Certified List of Bills in the amount of \$2,423,616.97 dated April 23, 2018, be approved as enclosed.
3. BE IT RESOLVED to approve the attached transfer list dated April 23, 2018, covering appropriation transfers in the 2017-2018 General Funds Budget. Said transfers shall result in no change in the total original appropriations.
4. Pursuant to N.J.A.C. 6:20-2.12 (d), the Eatontown Board of Education accepts the Board Secretary/School Business Administrator's Certification as of February 28, 2018 that no budgetary appropriations account has obligations and payments which in total exceed the amount appropriated by the Eatontown Board of Education; and

Pursuant to N.J.A.C. 6:20 2:12(e), we the members of the Eatontown Board of Education of the County of Monmouth after having reviewed the Report of the Board Secretary and upon consultation with the appropriate officials, certify that as of February 28, 2018, it is to the best of our knowledge that no major account or fund has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

5. The Eatontown Board of Education hereby accepts the Board's Secretary Report and the Treasurer of School Monies report for the month ending February 28, 2018.
6. BE IT RESOLVED to approve the payment of \$37,440.02 to Sodexo Inc. & Affiliates for the cost of food service operations for the month of March 2018, as per the district's contract agreement.
7. BE IT RESOLVED The Eatontown Board of Education hereby approves the grant application for 2018 Safety Grant Program through the New Jersey School Boards Insurance Group's MOCSSIF SubFund for the purposes described in the application, in the amount of \$6,367.01. This application can be found on file in the Business Office.
8. BE IT RESOLVED to approve the contract with Holman, Frenia, Allison, P.C. to perform financial auditing services for the Eatontown School District for the 2018-2019 school year in the amount not to exceed \$29,900.00, plus the costs associated with bank confirmations. A copy of this contract can be found on file in the Business Office.

Ayes: English #1-#5 and #7-#8, Flynn, Lawson, Martinock, Ortiz and Regan

Nays: None

Absent: Fitterer, Miller and Siino

Abstain: English #6

Educational Resources

Mrs. Flynn presented the following Resolution, seconded by Mr. Lawson.

1. BE IT RESOLVED to approve the following workshops for the 2017-2018 school year for the personnel listed below plus mileage if requested:

Letitia Guenther, Speech Therapist

Workshop: New Jersey Speech-Hearing Association's Annual 2018 Convention, Long Branch, NJ

April 26-27, 2018

Fee: \$250.00

Mileage: Not Requested

Lauren Piccarelli, Speech Therapist
Workshop: New Jersey Speech-Hearing Association's Annual 2018
Convention, Long Branch, NJ
April 26-27, 2018
Fee: \$350 Mileage: Not Requested

Jennifer Loxton, Vetter/Woodmere Media Specialist
Workshop: The 34th Annual Winners! Workshop, Voorhees, NJ
May 17, 2018
Fee: \$209.00 Mileage: \$44.64

Sandra Crawford, Speech Therapist
Workshop: PECS (Picture Exchange Communication System) Level 1 Training,
New Brunswick, NJ
June 13-14, 2018
Fee: \$399.00 Mileage: Not Requested

2. BE IT RESOLVED to approve the following field trips for the 2017-2018 school year:

Meadowbrook School
Grade: Kindergarten (97 students)
Wemrock Orchard, Freehold, NJ
May 25, 2018
23 Chaperones

Meadowbrook School
Grade: 2nd Grade (102 students)
Seven Presidents Park, Long Branch, NJ
May 31, 2018 and June 1, 2018
10 Chaperones on May 31, 2018 (59 students)
6 Chaperones on June 1, 2018 (43 students)

Memorial School
Grade: 7th Grade Class Trip
Philadelphia, PA
June 7, 2018
11 Chaperones (111 students)

3. BE IT RESOLVED to approve the following course reimbursement for the 2018-2019 school year:

#4 Shannon Ardise, Vetter School Teacher
Course: EDC 5101 School Law
Georgian Court, Summer 2018
Not to exceed the amount of: \$2106

4. BE IT RESOLVED to approve Case #46 from the Paterson Public School District beginning November 16, 2017 for the 2017-2018 school year at a tuition rate of \$12,483. The Paterson Board of Education will pay the full tuition cost as well as transportation costs as needed.
5. BE IT RESOLVED to approve Case #48, #49, and #50 from Newark Public Schools beginning January 11, 2018 for the 2017-18 school year at a tuition rate of \$9,709 for each Case #'s 48 and 49; and \$10,649.92 for Case #50. The Newark Public School District will pay the full tuition cost as well as transportation costs as needed.
6. BE IT RESOLVED to approve Case #47 from West Long Branch Schools beginning April 18, 2018 for the 2017-18 school year at a tuition rate of \$8,133.12. The West Long Branch School District will pay the full tuition cost.

Ayes: English, Flynn, Lawson, Martinock, Ortiz and Regan

Nayes: None

Absent: Fitterer, Miller and Siino

Personnel

Mr. Martinock stated that a meeting is being scheduled.

Mrs. Martinock presented the following Resolutions, seconded by Mrs. Flynn.

Based on the Superintendent's recommendation, the following resolutions are offered for approval or appointment.

1. BE IT RESOLVED to approve the following teachers for the Parent Involvement Night on May 2, 2018 at Meadowbrook School a rate of \$39 an hour, not to exceed 2 hours for each teacher. The stipends are in accordance with the 2014-2018 Eatontown Board of Education/Eatontown Education Association Collective Bargaining Agreement. Title I Funds are being used to support this event.

Jennifer Bechtle
Stephanie D'Agnese
Jamie Johnson

Lara Neary
Tami Smith
Katie Zuretti

2. BE IT RESOLVED to approve Jamie Johnson an additional 2 hours a rate of \$38 an hour for the preparation for the Title I Parent Involvement Night on May 2, 2018 at Meadowbrook School. The stipend is in accordance with the 2014-2018 Eatontown Board of Education/Eatontown Education Association Collective Bargaining Agreement. Title I Funds are being used to support this event.

3. Revised

BE IT RESOLVED to approve Jennifer Manges from Part-time Memorial School Special Education Teacher to Full-time Replacement Special Education Teacher at Memorial School at a salary of \$57,964.00 (prorated), BA Step 3, effective April 11, 2018 through the end of the 2017-2018 school year.

4. BE IT RESOLVED to approve Donna Comforti as a Substitute Secretary for the 2017-2018 school year.

Ayes: English, Flynn, Lawson, Martinock, Ortiz and Regan

Nayes: None

Absent: Fitterer, Miller and Siino

Operations

Mr. Regan presented the following Resolutions, seconded by Mr. Ortiz.

1. Acceptance of Bids -- Bid 18B-01 Maintenance and Custodial Operations Services Contract for the 2018-2019 and 2019-2020 school years.

BE IT RESOLVED that the Eatontown Board of Education, pursuant to the requirements of Title 18:18A-4 received bids on April 17, 2018, for Bid 18B-01 Maintenance and Custodial Operations Services Contract for the 2018-2019 and 2019-2020 school years, which was duly advertised on Tuesday, March 20, 2018.

Vendor	Option 1 Total 12 Custodians, 1 Maintenance Mechanic and 1 Night Manager	Option 2 Total 12 Custodians and 1 Maintenance Mechanic	Option 3 Total 12 Custodians and 1 Night Manager	Option 4 Total 12 Custodians
Pritchard Industries	\$1,662,600.33	\$1,584,215.72	\$1,528,523.95	\$1,445,898.47
Temco Service Industries	\$1,679,784.00	\$1,526,388.00	\$1,547,388.00	\$1,393,980.00

Ayes: English, Flynn, Lawson, Martinock, Ortiz and Regan

Nayes: None

Absent: Fitterer, Miller and Siino

Technology

There was no report from the Committee Chairperson.

Safety & Security

There was no report from the Committee Chairperson.

Negotiations

Mr. Ortiz stated that there will be a meeting in the near future.

Student Activities, Recreation
& Development

There was no report from the Committee Chairperson.

Items for Discussion

Mr. English noted that the Vetter PTA Pocketbook Bingo was a nice event.

Other Business from The Board

Monday May 28, 2018 Memorial Day - Schools Closed

Meeting Opened to the Public

Mr. Ortiz motioned to open the meeting to the public, seconded by Mr. Lawson.

Upon call of the question, the motion passed unanimously.

There were no comments from the Public.

Closed to the Public

Mr. Ortiz motioned to close the meeting to the Public, seconded by Mrs. Flynn.

Upon call of the question, the motion passed unanimously.

Adjournment
7:46 p.m.

Mrs. Martinock motioned to adjourn the meeting, seconded by Mr. Ortiz.

Upon call of the question, the motion was passed unanimously.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "L. Youngclaus", written in a cursive style.

Lori Youngclaus
Business Administrator