

EATONTOWN BOARD OF EDUCATION
Eatontown, New Jersey
June 26, 2017

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 June 22, 2017, in the Asbury Park Press and sent to the Atlanticville on June 21, 2017, 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 Core Curriculum Content Standards as well as the Common Core State Standards.

Roll Call The meeting was called to order with the following members in attendance: Messrs. English, Fitterer (arrived 6:40 p.m.), Lawson, Ortiz and Siino and Mmes. Flynn, Martinock and Miller. Mr. Bennett was absent. Also present were Mr. Scott T. McCue, Superintendent of Schools, Mrs. Lori Youngclaus, Business Administrator/ Board Secretary and Mr. Dennis Collins, Esq., Board Attorney.

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 All pledged allegiance to our Flag.

Superintendent's Report

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

BE IT RESOLVED to accept the Superintendent's Report and the Enrollment Report for the month of June 2017.

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

Aye: Fitterer, Flynn, Lawson, Martinock, Miller, Ortiz and Siino
Nay: None
Absent: Bennett and Fitterer

Approval of Minutes

Mrs. Miller presented the following Resolution, seconded by Mr. Siino.

BE IT RESOLVED that the Minutes of the Regular Board Meeting of June 12, 2017, be approved as attached.

Aye: Fitterer, Flynn, Martinock, Miller, Ortiz and Siino
Nay: None
Absent: Bennett and Fitterer
Abstain: Lawson
Opened to the Public

Mrs. Flynn motioned to open the meeting to the public to comment on agenda items only, seconded by Mr. Ortiz.

Upon call of the question, the motion passed unanimously.

There were no comments from the Public.

Meeting Closed to the Public

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

Upon call of the question, the motion passed unanimously.

Insurance & Finance

Mr. Lawson presented the following Resolutions, seconded by Mrs. Miller.

1. BE IT RESOLVED to approve the attached transfer list dated June 26, 2017, covering appropriation transfers in the 2016-2017 General Funds Budget. Said transfers shall result in no change in the total original appropriations. (Attachment A1)
2. BE IT RESOLVED to authorize the Superintendent and the Business Administrator/Board Secretary to conduct all necessary June 30, 2017, year-end transfers of line accounts pursuant to closeout activities subject to ratification by the Board at the July Board Meeting.

3. BE IT RESOLVED that the Certified List of Bills in the amount of \$2,634,541.87 June 26, 2017, be approved as attached.
4. BE IT RESOLVED that the Board authorize the School Business Administrator to pay the Certified List of Bills dated June 30, 2017, which will be approved at the July 24, 2017 Board Meeting.
5. 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 April 30, 2017 that no budgetary appropriations account has obligations and payments which in total exceed the amount of 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 April 30, 2017, 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.

6. The Eatontown Board of Education hereby accepts the Board's Secretary Report and the Treasurer of School Monies report for the month ending April 30, 2017.
7. BE IT RESOLVED to approve the payment of \$41,984.51 to Sodexo Inc. & Affiliates for the cost of food service operation for the month of May 2017, as per the district's contract agreement.
8. BE IT RESOLVED that the Board approve the renewal submitted by New Jersey School Board Insurance Group for general property and workers compensation for the 2017-2018 school year effective July 1, 2017, from Mr. Robert Squillare of Robert Squillare and Associates, our Insurance Agent of Record and identified on Attachment A8.
9. BE IT RESOLVED that the Board approve the student accident coverage as submitted by Bob McCloskey Insurance Agency for 2017-2018 school year effective July 1, 2017 – July 1, 2018, from Robert Squillare and Associates, our Insurance Agent of Record.
10. New Jersey School Insurance Group, Monmouth Ocean County Shared Services Insurance Fund Indemnity and Trust Agreement

WHEREAS, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

WHEREAS, the New Jersey Schools Insurance Group ("NJSIG") is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Eatontown School District, herein after referred to as the “Educational Institution,” has resolved to apply for and/or renew its membership with NJSIG;

WHEREAS, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

WHEREAS, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,

WHEREAS, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.

NOW THEREFORE, BE IT RESOLVED, THAT:

- 1) This agreement is made by and between NJSIG and the Educational Institution;
- 2) The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2017, and ending July 1, 2020 at 12:01 a.m.;
- 3) In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;
- 4) The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations;
- 5) NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;
- 6) By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;

- 7) The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;
- 8) The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG's Plan of Risk Management;
- 9) The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;
- 10) If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;
- 11) The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,
- 12) The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Renew Membership to NJSIG.

11. Transfer of Current Year Surplus to Maintenance Reserve

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permits a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Eatontown Board of Education wishes to deposit anticipated current year surplus into a Maintenance Reserve account at year end, and

WHEREAS, the Eatontown Board of Education has determined that up to \$100,000, not to exceed, is available for such purpose of transfer;

NOW, THEREFORE, BE IT RESOLVED by the Eatontown Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

12. Transfer of Current Year Surplus to Capital Reserve

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permits a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Eatontown Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the Eatontown Board of Education has determined that up to \$300,000, not to exceed, is available for such purpose of transfer;

NOW, THEREFORE, BE IT RESOLVED by the Eatontown Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Aye: English (except staples bill and item #7), Flynn, Lawson, Martinock, Miller, Ortiz and Siino

Nay: None

Abstain: English (staples bill and item #7)

Absent: Bennett and Fitterer

Educational Resources

Mrs. Miller presented the following Resolutions, 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:

Jay Medlin, Memorial School Principal

Workshop: NJ Association for Middle Level Education Summer Skill Sharpening Event, NJAMLE, Trenton, NJ

August 3, 2017

Fee: \$20.00

Mileage: Not Requested

2. BE IT RESOLVED to approve the Second Reading of the following Polices and Regulations:

Policy & Regulation 1240	Evaluation of Superintendent (M)
Policy & Regulation 3126	District Mentoring Program
Policy & Regulation 3221	Evaluation of Teachers (M)
Policy & Regulation 3222	Evaluation of Teaching Staff Members, Excluding Teacher and Administrators (M)
Policy & Regulation 3223	Evaluations of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
Policy & Regulation 3224	Evaluation of Principals, Vice Principals and Assistant Vice Principals (M)
Policy & Regulation 3240	Professional Development for Teachers and School Leaders (M)
Policy & Regulation 5610	Suspension (M)
Policy 5620	Expulsion (M)
Policy & Regulation 7424	Bed Bugs
Policy 8505	Local Wellness Policy/Nutrient Standards for Meals and Other Foods (M)
Policy 8505	Local Wellness Policy/Nutrient Standards for Meals and Other Foods (M)
Policy 8550	Unpaid Meal Charges/Outstanding Food Service Charges (M)

3. BE IT RESOLVED to approve the following Monmouth University Students for their clinical practice (student teaching) for the Fall 2017 semester:

Student	Teacher	Grade
Nicole Delleria	Denise Blair	K-4
Gina Geletei	Jamie Johnson	1st
Kelsey Gripp	Tara Vazquez	2nd
Hannah Phillips	Roxanne Neis/Shannon Ardise	5th
Stephanie Quarto	Erica Huhn	4th

4. BE IT RESOLVED to approve the 2017 Fall Semester Field Experience under the supervision of the School Media Specialist for the following student from Rutgers University:

Student	# of Hours	Teacher	School
Edward Hanks	150	Stephanie D'Agnese	Meadowbrook/Woodmere

5. BE IT RESOLVED to approve the 2017 part-time Fall Clinical Practice Assignment in Grade 1 for the following student from the College of Saint Elizabeth:

Student	# of Hours	Teacher	School
Nicole Lang	175	Tami Smith	Meadowbrook

6. BE IT RESOLVED to approve the Bilingual/ESL Three-Year Plan for the School Years 2017-2020 to be submitted to the New Jersey Department of Education Office of Title I, Bureau of Bilingual/ESL Education by June 30, 2017.
7. BE IT RESOLVED to approve the 2017 Fall Speech-Language Pathology Externship Placement for the following student from Monmouth University:

Student	# of Hours	Teacher	School
Lindsay Spector	150	Letitia Guenther	Memorial/Vetter

8. BE IT RESOLVED to approve the Monmouth-Ocean Educational Services Commission Non-Public Security Aid Contract for the 2017-2018, 2018-2019 and 2019-2020 school year.
9. BE IT RESOLVED to approve the cost of \$4,500 for annual membership in the Brookdale Community College workshops for the 2017-2018 school year. This will be funded by Title IIA.

Literacy: \$1,500.00
 Math/Science \$3,000.00

10. BE IT RESOLVED to approve the IDEA Grant submission, Part B Combined Basic and Preschool Flow Through Application for Fiscal Year 2018 in the amounts of \$381,890 (Basic) and \$13,005 (Preschool). Of the Basic Award of \$381,890, \$50,218 is utilized by two nonpublic schools.

Aye: English, Flynn, Lawson, Martinock, Miller, Ortiz and Siino
 Nay: None
 Absent: Bennett and Fitterer

Personnel

Mr. English stated that he is not related to the new employee in item #5.

Mr. Fitterer arrived at 6:40 p.m.

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 as Instructional Literacy or Math Coaches at a yearly stipend of \$4,500.00 for the 2017-2018 school year.

Memorial School	Literacy Coach Math Coach	Nichole Brockriede Kathleen Bloise
Meadowbrook School	Literacy Coach Math Coach	Jessica Kuras Tara Vazquez
Woodmere School	Literacy Coach Math Coach	Jill O’Brien Amie Hutting
Vetter School	Literacy Coach Math Coach	Tiffany Boufford Michelle Bonnetti

2. BE IT RESOLVED to approve the following staff members for appointment as the extracurricular activity advisors for the 2017-2018 school year.

Memorial School

Position	Staff Member	Hourly/ Stipend	Hours Not to Exceed
Breakfast Supervision	Joel Gahr	\$39/hour	60
Band Director	James Cotignola	\$39/hour	55
Detention Monitor	Linda McNelis	\$39/hour	65
Art Club/Yearbook Advisor	Joel Gahr	\$39/hour	30
Technology Club Advisor	Megan Ferraioli	\$39/hour	20
Environmental Club Co-Advisor	Jill Wetzel	\$39/hour	10
Environmental Club Co-Advisor	Linda McNelis	\$39/hour	10
National Jr. Honor Society Advisor	Ellyn Rosati	\$39/hour	20
Student Council Co-Advisor	Theresa Krsyzckowski	\$1,044.00	--
Student Council Co-Advisor	Nichole Brockriede	\$1,044.00	--

3. BE IT RESOLVED to approve the following staff members for appointment as Fall Varsity Sports Coaches for the 2017-2018 school year.

Memorial School

Position	Staff Member	Stipend
Girls Soccer Coach	Jennifer Wagner	\$3,402.00
Boys Soccer Coach	Richard Ipsen	\$3,402.00
Cross Country Head Coach	Theresa Krszyckowski	\$3,402.00
Cross Country Assistant Coach	Megan Ferraioli	\$1,702.00

4. BE IT RESOLVED to approve Krystin D'Urso as English Language Arts Teacher at Memorial School at a salary of \$55,564, BA Step 1, effective September 1, 2017 for the 2017-2018 school year pending criminal history clearance.
5. BE IT RESOLVED to approve Sara English as English Language Arts Teacher at Vetter School at a salary of \$57,964, BA Step 3, effective September 1, 2017 for the 2017-2018 school year.
6. BE IT RESOLVED to approve Amanda Gilsey as Guidance Counselor at Meadowbrook School and Woodmere School at a salary of \$59,569, MA Step 1, effective September 1, 2017 for the 2017-2018 school year pending criminal history clearance.
7. BE IT RESOLVED to reapprove Anthony Gaetano as Social Studies Teacher at Memorial School at a salary of \$69,869, MA Step 7, effective September 1, 2017 for the 2017-2018 school year.
8. BE IT RESOLVED to approve the following leave of absence for Cathy Collins, District Bus Driver, as follows:

Family Leave
June 2, 2017 to September 30, 2017
(utilizing accumulated Personal Illness Days)
9. BE IT RESOLVED to approve Kim Rupert as the Vetter School Cafeteria/Playground Aide for the 2017-2018 school year at a rate of \$11.75 per hour, 1 ½ hours per day, when school is in session pending criminal history clearance.
10. BE IT RESOLVED to accept the resignation of Karen Hester, Cafeteria Aide at the Woodmere School, effective June 21, 2017.
11. BE IT RESOLVED to approve the following Curriculum Writing Committee Members not to exceed thirty (30) hours per grade level at a rate of \$38.00 per hour. This work needs to be completed by August 23, 2017.

English Language Arts Curriculum Writing Committee (K-8):

Nichole Brockriede	8 th Grade
Krystin D'Urso	7 th Grade
Tiffany Boufford	6 th Grade
Shannon Ardise	5 th Grade
Jamie Johnson	4 th Grade
Amie Hutting	3 rd Grade
Jeanine DeFilippis	2 nd Grade

Lara Neary 1st Grade
Jessica Kuras Kindergarten

Math Curriculum Writing Committee (K-8):

Samantha Lowes 7th and 8th Grade
Michelle Bonnetti 5th and 6th Grade
Michael Boxer 4th Grade
Amie Hutting 3rd Grade
Tara Vazquez 2nd Grade
Jamie Johnson 1st Grade
Lindsay DeVito Kindergarten

12. BE IT RESOLVED to approve Michael Brown as Technology Coordinator for Eatontown Public Schools at a salary of \$95,000 effective July 1, 2017 for the 2017-2018 school year.
13. BE IT RESOLVED to approve the completion and payment of the 2016-2017 merit goals for Mr. Scott T. McCue, Superintendent of Schools, pursuant to N.J.A.C. 6A:23A-3.1 (e) 10-12. These merit goals were initially approved by the County Superintendent of Schools on September 6, 2016 and the Eatontown Board of Education on September 26, 2016. The merit goals have been reviewed by the Board and appropriate documentation for achieving the merit goals were provided by the Superintendent.

Aye: English, Flynn, Lawson, Martinock, Miller, Ortiz and Siino
Nay: None
Abstain: Fitterer
Absent: Bennett

Operations

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

1. BE IT RESOLVED to approve a contract with Morris Plate Glass, 184 Shrewsbury Avenue, Red Bank, New Jersey, for the installation of 12 new windows at the Special Services Building in the amount of \$18,995.00. These funds have been approved as a maintenance reserve withdrawal for the 2017-2018 school year.
2. BE IT RESOLVED to approve a contract with Shore Glass, L.L.C., 230B Wall Street, West Long Branch, NJ, for the installation of new windows at the Transportation Building in the amount of \$7,400.00. These funds have been approved as a maintenance reserve withdrawal for the 2017-2018 school year.

3. BE IT RESOLVED to approve the joint transportation agreement with Monmouth Regional High School for the 2017-2018 Extended School Year in the amount of \$4,125.00. Monmouth Regional is the Host District and Eatontown is the Joiner.

Aye: English, Fitterer, Flynn, Lawson, Martinock, Miller, Ortiz and Siino

Nay: None

Absent: Bennett

Technology

There was no report from the committee chairperson.

Safety & Security

Mr. Siino inquired about the installation of cameras.

Mrs. Martinock stated the committee is looking into it.

Mr. Collins clarified that is the Safety and Security Committee that would present a recommendation once the process is finalized.

Mrs. Martinock presented the following Resolutions, seconded by Mr. Lawson.

1. BE IT RESOLVED to approve a contract with Belmar Window Shop, 703 Main Street, Belmar, New Jersey, for the installation of shelter shutters throughout the district, in the amount of \$7,324.00. These funds will be paid from the NJSIG 2017 Safety Grant Program. This work will improve the efficiency and safety of students and staff during lockdowns.

Aye: English, Fitterer, Flynn, Lawson, Martinock, Miller, Ortiz and Siino

Nay: None

Absent: Bennett

Negotiations

There was no report from the Committee Chairperson.

Student Activities, Recreation & Development

There was no report from the Committee Chairperson.

Items for Discussion

There were no items for discussion

Other Business from The Board

Mr. Ortiz questioned the qualifications for the Gifted and Talented Program.

Mr. Collins stated that Mr. McCue would discuss the process.

Meeting Opened to the Public

Mrs. Martinock 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

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

Upon call of the question, the motion passed unanimously.

Executive Session

6:47 p.m.

Mr. English motioned to move into Executive Session, seconded by Mrs. Martinock.

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

Mr. Collins read the Executive Session Resolution.

BE IT RESOLVED that the following portion of this meeting dealing with the following generally described matters shall not be open to the public:

Anticipated litigation

Deals with personnel matters of public employees and employee has not requested that the matter be made public.

BE IT FURTHER RESOLVED that it is anticipated that the matters to be considered in private may be disclosed to the Public at a later date under the following circumstance.

When confidentiality is no longer required.

BE IT FURTHER RESOLVED that private consideration is deemed required and is permitted because of the following noted exceptions set forth in the Act:

Related to pending/anticipated litigation or contract negotiations in which the public body is or may be a party.

Falls within the attorney-client privilege and confidentiality is required.

Meeting Reopened

9:59 p.m.

Mr. Fitterer motioned to reopen open the meeting, seconded by Mrs. Martinock.

Upon call of the question the motion passed unanimously.

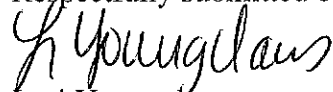
Adjournment

10:00 p.m.

Mr. English motioned to adjourn the meeting, seconded by Mr. Mr. Lawson.

Upon call of the question, the motion passed unanimously.

Respectfully submitted by,



Lori Youngclaus
Board Secretary