

**SPRING LAKE BOROUGH BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
March 16, 2020 6:00 PM**

**I. Call to order:** This meeting is called in accordance with the provisions of the "Open Public Meetings Act," C.231, PL. 1975, and notices were published in newspapers and on the district website.

**II. Attendance Before Any Action:**

Board of Education: Mr. James Worth, President  
Mrs. Noelle Giblin, Vice-President  
Mr. John Clark  
Mrs. Karen Matuch  
Mr. Michael Moran

Administration: Dr. Stephen LaValva, Superintendent/Principal  
Mrs. Denise McCarthy, SBA/BS  
Mr. Paul Griggs, Esq., Board Attorney

**III. Flag salute**

**IV. President's Statement**

**V. Special Presentation**

Dr. Frank Kasyan, Superintendent of the Manasquan Schools  
*20/21 Proposed Manasquan High School Budget*

**VI. Initiation of Regular Monthly Meeting (Approximately 6:30)**

**Attendance:**

Board of Education: Mr. James Worth, President  
Mrs. Noelle Giblin, Vice-President  
Mr. John Clark  
Mrs. Karen Matuch  
Mr. Michael Moran

**VII. Presentations**

**VIII. Correspondence**

**VIX. Public Comment on Agenda Items Only**

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**VX. Adoption of Tentative Budget, Travel and Reserves**

BE IT RESOLVED, that the following tentative budget be approved for the 2020-2021 School Year (using the 2020-2021 State Aid award) and that the Secretary to the Board of Education be authorized to submit the same to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline of March 20, 2020:

	<b>GENERAL</b>	<b>SPECIAL</b>	<b>DEBT</b>	
	<b><u>FUND</u></b>	<b><u>REVENUES</u></b>	<b><u>SERVICE</u></b>	<b><u>TOTAL</u></b>
<b>2020-2021 Total Expenditures</b>	<u>\$7,576,930</u>	<u>\$283,238</u>	<u>\$ 0</u>	<u>\$7,860,168</u>
<b>Less: Anticipated Revenues</b>	<u>\$897,245</u>	<u>\$283,238</u>	<u>\$0</u>	<u>\$1,180,483</u>
<b>*Taxes to be Raised</b>	<u>\$6,679,685</u>	<u>\$0</u>	<u>\$0</u>	<u>\$6,679,685</u>

And to advertise said tentative budget in The Coast Star in accordance with the form required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held in the all purpose room of H.W. Mountz Elementary School, 411 Tuttle Ave, Spring Lake, New Jersey on Monday, April 27, 2020 at 6:30 PM, for the purpose of conducting a Public Hearing on the Budget for the 2020-2021 School Year.

On motion by \_\_\_\_\_, and seconded by \_\_\_\_\_:

Roll Call:

Mr. Clark-	Mrs. Giblin -	Mrs. Matuch -	Mr. Moran -	Mr. Worth -
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**VXI. Travel and Related Expense Reimbursement 2020-2021**

WHEREAS, the Spring Lake 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

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WHEREAS, N.J.A.C. 6A:23A-7.2 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, a Board of Education may establish, for regular District business travel as defined in NJAC 6A:23A-1.2, which includes attendance at regularly scheduled in-State county meetings, Department or Association sponsored events or in-State professional development activities for which the registration fee does not exceed \$150.00 per employee or Board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds \$1,500 in a given school year (July 1 through June 30); and

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23A-7.3, to a maximum expenditure of \$15,000 for all staff and Board members for the 2020-2021 school year.

On motion by \_\_\_\_\_, and seconded by \_\_\_\_\_:

Roll Call:

Mr. Clark-	Mrs. Giblin -	Mrs. Matuch -	Mr. Moran -	Mr. Worth -
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**VXII. Committee Reports**

A. Committee Reports

1. Finance, Negotiations, Personnel, Mr. Worth
2. Buildings & Grounds, and Security, Mr. Worth
3. Curriculum, Instruction, Student Needs, Mrs. Matuch
4. Policy and Legislation, Mr. Moran
5. Communications, Mrs. Matuch

B. Liaison Reports

1. Manasquan BOE, Mr. Clark
2. H.W. Mountz P.T.A., Mrs. Matuch
3. Spring Lake Education Foundation, Mr. Moran
4. Booster Club, Mrs. Giblin

**VXIII. Administrative Reports**

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- A. Acknowledgement from District Administration
  - 1. Book Fair
  - 2. H.W. Mountz hosting Sending District Spelling Bee March 26
  - 3. Talent Show March 27
  - 4. Gifted and Talented Month
  - 5. SLED Meeting date change: March 12 to April 13, 2020
- B. Monthly HIB Report
- C. Report Faculty and Support Staff Sign-In/Out Procedures
- D. Report on Enrollment (Attachment A)

**VIX. Approval of Minutes**

Motion to approve, the Minutes of the Regular Meeting of February 24, 2020 of the Spring Lake Board of Education.

On motion by \_\_\_\_\_, and seconded by \_\_\_\_\_:

Roll Call:

Mr. Clark-	Mrs. Giblin -	Mrs. Matuch -	Mr. Moran -	Mr. Worth -
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**VX. Action Items**

**A. Curriculum and Instruction**

A1. Motion to approve the following class trips:

Class	Teacher(s)	Destination
Grade 4	Mrs. Callahan, Miss Clark	NJ State House, NJ State Museum, NJ State Planetarium
Grade 7	Mrs. Krebs, Miss Ping	Spring Lake Historical Society-Walking Trip-Spring Lake, NJ

A2. Motion to approve the following facility use requests:

SLED  
Library  
April 23, 2020  
6:00 PM  
Requested by:

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PTA  
All Purpose Room  
April 1, 2020  
7:00 PM  
Requested by: Kiernan DiFeo/Denise Monello

PTA  
All Purpose Room  
May 7, 2020  
7:00 PM  
Requested by: Kiernan DiFeo/Denise Monello

A3. Motion to approve the end of year dates and events for 2020 (Attachment B)

On motion by \_\_\_\_\_, and seconded by \_\_\_\_\_:

Roll Call:

Mr. Clark-	Mrs. Giblin -	Mrs. Matuch -	Mr. Moran -	Mr. Worth -
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**B. Personnel**

B1. Motion to approve the following Professional Development Workshop and Travel Log:

Staff Member:	Date(s):	Description:	Registration Fee:	Travel Fees:	Est. Total:
Jennifer Penrod	March 5, 2020	Sending District Band Director Articulation-Manasquan, NJ	\$0	\$0	\$0
Jessica Ruchalski	March 11, 2020	Sending District Guided Math-Manasquan, NJ	\$0	\$0	\$0
Krystyna Domogala	June 4, 2020	Principal and AP Survival Guide-Monroe, NJ	\$0	\$0	\$0

B2. Motion to abolish the Long-Term Replacement Substitute position of Health and Physical Education Teacher held by Mr. Robert Gramer effective March 16, 2020.

B3. Motion to appoint Mr. Robert Gramer to serve as Teacher of Health and Physical Education Teacher at Step 1 in the current Agreement between the Spring Lake Board of Education and the Spring Lake Education Association, effective March 17, 2020 - June 30, 2020.

B4. Motion to approve payment of the NJ state rate mentor fee of \$550 to John Livingood for serving as a mentor to Robert Gramer.

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- B5. Motion to approve Katelynn O’Neill as a substitute for the 2019-2020 school year at the per diem rate of \$80.
- B6. Motion to approve Donna Pontecorvo as a substitute for the 2019-2020 school year at the per diem rate of \$75.
- B7. Motion to approve Joannette Femia to provide Business Office consulting services on a per-diem basis for the period of March 9 - March 20, 2020, and to then begin serving as the Interim School Business Administrator/Board Secretary from March 20 - June 30, 2020 at a rate of \$525 per day.
- B8. Motion to approve the following academic coaches per the SLEA/SLBOE agreement Schedule B rate:

Anthony DeStefano, Margaret Ping, Cheryl Salway, Matthew Tonzola-April 1, 2020-  
Goetz Middle School, Jackson, NJ Academic Bowl

Anthony DeStefano, Cheryl Salway, Matthew Tonzola-April 30, 2020  
Brielle Elementary School, Brielle, NJ Academic Bowl

On motion by \_\_\_\_\_, and seconded by \_\_\_\_\_:

Roll Call:

Mr. Clark-	Mrs. Giblin -	Mrs. Matuch -	Mr. Moran -	Mr. Worth -
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**C. Student Services**

*There are no items this month for Student Services.*

**D. Policy**

- D1. Motion to approve the following Policies (P) and Regulations(R) for second reading and adoption:

- P & R 1642-Earned Sick Leave Law
- P 3159-Teaching Staff Member/School District Reporting Responsibilities

On motion by \_\_\_\_\_, and seconded by \_\_\_\_\_:

Roll Call:

Mr. Clark-	Mrs. Giblin -	Mrs. Matuch -	Mr. Moran -	Mr. Worth -
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**E. Finance**

E1. Motion to approve Bills List in the amount of \$ .

E2. Motion to approve Gross Payroll Expenses:

February 15, 2020- \$ 156,313.47

February 28, 2020- \$ 158,504.12

E3. Motion to approve cumulative year to date net transfers in the amount of \$ 328,264.52.

E4. Motion to approve participation in the Local Government Energy Audit (LGEA) Program through the BPU at no cost to the District.

E5. Motion to approve Sean Hewitt to provide updated training to Mary Pearce on the use of the cameras in the TV studio at \$ 50/hour not to exceed six hours.

E6. Recording and award of proposals for three roof top ventilators:

Comfort Mechanical Corporation                      \$ 39,821

Kappa Construction Co. Inc.                              \$ 36,675

Epic Mechanical, Inc.                                      \$ 32,525

Award to Epic Mechanical, Inc.

E7. Recording and award of proposals for base split units for several of the third floor classrooms:

Comfort Mechanical Corporation                      \$ 42,848

Kappa Construction Co. Inc.                              \$ 110,000

Epic Mechanical, Inc.                                      \$ 29,000

Award to Epic Mechanical, Inc.

On motion by \_\_\_\_\_, and seconded by \_\_\_\_\_:

Roll Call:

Mr. Clark-	Mrs. Giblin -	Mrs. Matuch -	Mr. Moran -	Mr. Worth -
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**XVI. Old Business**

**XVII. New Business**

**XVIII. Public Comment on Non-Agenda Items**

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**XIX. Executive Session** –Items discussed in executive session may result in Board action when the Board reconvenes in open session to conduct the regular business meeting.

**WHEREAS**, the Sen. Byron M. Baer Open Public meetings Act, N.J.S.A. 10:4-6 et seq., (the “Act”) provides that the Spring Lake Board of Education may hold an “Executive Session” from which the public is excluded to discuss matters that are confidential or are one of the nine (9) subject matters listed Section 12(b) of the Act; and

**WHEREAS**, it is recommended by the Business Administrator that the Spring Lake Board of Education go into Executive Session on March 16 at: \_\_\_ pm. to discuss matters that are permissible for discussion in Executive Session; and

**WHEREAS**, that the Board hereby declares that its discussion of the following subject(s) will be made public at a time when the public’s interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

**NOW, THEREFORE, BE IT RESOLVED** by the Spring Lake Board of Education that the Board shall go into Executive Session to discuss the following items: (To be determined and announced as needed)

- \_\_\_\_\_ Matters rendered confidential by state or federal law
- \_\_\_\_\_ Matters which would constitute an unwarranted invasion of privacy
- \_\_\_\_\_ Matters involving collective negotiations and/or the negotiations of terms and conditions
- \_\_\_\_\_ Matters involving the purchase, lease or acquisitions of real property or investment of public funds
- \_\_\_\_\_ Matters concerning the protection of the safety or property of the public
- \_\_\_\_\_ Pending or anticipated litigation and matters covered by the attorney-client privilege
- \_\_\_\_\_ Matters involving employees and terms of their employment and contract

**BE IT FURTHER RESOLVED** that said discussion may be disclosed to the public when reasons for discussing and acting upon it in closed session no longer exists. Action MAY be taken on one or more items stated above.

Motion to enter Executive Session by \_\_\_\_\_, and seconded by \_\_\_\_\_ Time \_\_\_\_\_ PM:

Roll Call:

Mr. Clark-	Mrs. Giblin -	Mrs. Matuch -	Mr. Moran -	Mr. Worth -
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Motion to exit Executive Session by \_\_\_\_\_, and seconded by \_\_\_\_\_ Time \_\_\_\_\_ PM:

Roll Call:

Mr. Clark-	Mrs. Giblin -	Mrs. Matuch -	Mr. Moran -	Mr. Worth -
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**XX. Adjournment**

Motion to Adjourn by \_\_\_\_\_, and seconded by \_\_\_\_\_, Time: \_\_\_\_\_ PM:

Roll Call:

Mr. Clark-	Mrs. Giblin -	Mrs. Matuch -	Mr. Moran -	Mr. Worth -
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