

SPRING LAKE BOROUGH BOARD OF EDUCATION
REGULAR MEETING MINUTES
December 16, 2019 6:30 PM

I. Call to order: *At 6:32 PM - the meeting was called to order in accordance with the provisions of the "Open Public Meetings Act," C.231, PL. 1975.*

II. Attendance:

Board of Education: Mr. James Worth, President - *arrived prior to 6:30*
Mrs. Noelle Giblin, Vice President - *arrived at 6:46 PM*
Mr. Ed Hale - *arrived prior to 6:30*
Mrs. Karen Matuch - *arrived prior to 6:30*
Mr. Michael Moran - *arrived prior to 6:30*

Administration: Stephen LaValva, EdD, Principal/Act. Supt.- *arrived prior to 6:30*
Denise McCarthy, SBA/BS - *absent*
Paul Griggs, Esq., Board Attorney - *arrived prior to 6:30*

III. Flag salute *Mr. Worth led recitation of the Flag Salute*

IV. President's Statement

Mr. Worth shared a recap of 2019.

Among the positives for the calendar year he noted the following:

- *Great support from all parent groups*
- *3 New members of the BOE*
- *Move away from operating as a Committee of the Whole to working through Committees*
- *The settlement of a contract between the SLEA and the SLBOE*
- *Work towards development of a long-range facilities plan*
- *Contracting with Griffin Engineering to conduct a thorough building mechanical assessment*
- *Community support for the Board of Education*
- *Thank you to Mrs. Matuch and the PTA for new library enhancements*
- *Thank you to Mrs. Giblin and Mrs. Matuch for all summer work to enhance website*
- *Thank you to Mike Moran and Ed Hale for stepping in to fill empty seats on the BOE*

Among the challenges, he noted the following:

- *Budget process was problematic and can be enhanced*

V. Correspondence *There was no correspondence*

VI. Public Comment on Agenda Items Only *Mr. John Clark, member of the public, asked if there would be an opportunity for the public to ask questions of the auditor. Mr. Worth confirmed that, yes, public would be permitted to ask questions of the auditor.*

VII. *Prior to voting on the motion to approve the employment contract, Mr. Worth reviewed the process the Board had undertaken in conducting the search for a new Superintendent/Principal. He noted the following steps:*

1. *Interviewed potential search firms*

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2. *Advertised for an Interim Superintendent/Principal*
3. *Narrowed the field of potential Interim Candidates*
4. *Interviewed 4 Interim Candidates*
5. *Hired Dr. LaValva to serve as Principal and Acting Superintendent*
6. *Contracted Law Firm of Sciarrillo and Cornell to facilitate search for permanent Superintendent/Principal*
7. *Narrowed the field of 55 candidates to 16 top candidates*
8. *Interviewed 5 semi-finalists*
9. *Reduced 5 semi-finalists to 3 finalists*
10. *Reduced 3 finalists to 1*

The motion to approve employment contract of Dr. Stephen V. LaValva to serve as Superintendent/Principal for a term of December 16, 2019 -June 30, 2023 was approved as follows:

On motion by Mr. Hale , and seconded by Mrs. Giblin:

Roll Call:

Mrs. Giblin - Yes	Mr. Hale - Yes	Mrs. Matuch - Yes	Mr. Moran - Yes	Mr. Worth - Yes
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VIII. Presentation- Auditor

Mr. Cuva presented the findings of his firm after having conducted an audit of all SY 2018/2019 expenditures. He noted that there was one recommendation, the same is noted in the Finance section of these Minutes.

- *Mr. Worth asked about whether or not the SLBOE’s potential pension liability was noted within the audit - no.*
- *Mr. Clark, member of the public, asked whether or not the firm also conducted an audit of the advertised User Friendly Budget - no, but the user friendly budget is developed with information gleaned from the records that are reviewed.*
- *Mr. Clark, member of the public, asked if someone could look into the advertised amount of collected tuition for the SY 2018/19.- Mr. Worth asked Mr. Clark if he could follow-up with more specific question - yes*
- *Mr. Clark, member of the public asked if the Board should be concerned about the noted “Fatal Error.” - no*

IX. Committee Reports

A. Committee Reports

1. Finance, Negotiations, Personnel - Mr. Worth, Mrs. Giblin
Mr. Worth announced a projected budget timeline
2. Buildings and Grounds, and Security - Mr. Worth, Mrs. McCarthy
*Dr. LaValva provided an overview of the work that was in progress as well as projected work to be scheduled prior to the summer of 2020.
Mr. Worth thanked the Borough of Spring Lake and the Public Works Department for support with making improvements to Tuttle Avenue at no charge to the Board of Education.*

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- 3. Curriculum, Instruction, Student Needs - Mrs. Matuch, Mrs. Giblin
Mrs. Matuch announced that the Curriculum Committee would be coming together to schedule Open Houses in January.
- 4. Policy and Legislation - Mr. Worth, Mr. Moran
Mr. Moran announced that the Policy Committee would be bringing forward for Board approval a number of Policies in the upcoming months.
- 5. Communications -
 - a. Manasquan BOE Liaison-Mr. Moran - *No report*
 - b. HWM PTA Liaison-Mrs. Matuch - *No report*
 - c. Spring Lake Education Foundation-Mr. Moran - *No Report*
 - d. Booster Club Liaison-Mrs. Giblin
Mrs. Giblin thanked the Boosters and announced that they had recently purchased new uniforms for the Booster Grade 5&6 Girls' Basketball Team as well as new Pom-Poms for the H.W. Mountz Cheerleading/Dance Team. They also sponsored the annual Mountz Gear sale, they are updating their by-laws, looking for a volunteer Tennis coach and looking into a potential Boosters sponsored morning exercise program for H.W. Mountz students.
 - e. Future of Mountz Ad-Hoc Committee
Mr. Worth announced that this committee is scheduled to make a summary presentation at the regular meeting of the Board of Education scheduled for January 27, 2020.

X. Administrative Report/ Presentations

- A. *Dr. LaValva acknowledged and thanked the following people/groups for their efforts in support of the students of H.W. Mountz:*
 - 1. *PTA for the Holiday Gift Fair*
 - 2. *Mrs. Penrod and Chorus for the Holiday Concert and Superintendents' Roundtable Meeting Performance at the Breakers*
 - 3. *Mrs. Dettlinger and NJHS for collection of food for Fulfill (Foodbank of Monmouth and Ocean County)-amounted to 2,687 meals
H.W. Mountz School was awarded the Philip Connelly Award*
 - 4. *Mr. Hale for his service as Board of Education member*
- B. Monthly HIB Report - *no report*
- C. Report on Enrollment - *(Addendum E) - no change from November*

XI. Approval of Minutes

The motion to approve, the Minutes of the October 28, 2019 Regular Meeting, November 2, 2019 Special Meeting and November 25, 2019 Regular Meeting was approved as follows:
On motion by Mr. Hale, and seconded by Mr. Worth:

Roll Call:

Mrs. Giblin - Yes	Mr. Hale - Yes	Mrs. Matuch - Yes	Mr. Moran - Yes	Mr. Worth - Yes
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XII. Action Items

A. Curriculum and Instruction

The following, Curriculum and Instruction Motions were approved as noted below:

A1. Motion to approve the following class trips:

Class	Teacher(s)	Destination
PreK	Mrs. Ritchey, Mrs. Neral	Algonquin Arts Theater-Manasquan, NJ
Grade 8	Mrs. Krebs, Mrs. Pearce, Teacher tba	Walking trip to Spring Lake -MLK Service-Spring Lake, NJ
Grade 2 & 3 select students	Mrs. Brierley, Mrs. Cosentino, Mrs. Maniace	Spring Lake Heights School - Unified Sports Day

A2. Motion to approve the following facility use requests:

There were no requests this month

On motion by Mr. Hale, and seconded by Mrs. Giblin:

Roll Call:

Mrs. Giblin - Yes	Mr. Hale - Yes	Mrs. Matuch - Yes	Mr. Moran - Yes	Mr. Worth - Yes
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B. Personnel

The following Personnel Motions were approved as noted below:

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	February 20-21,2020	NJ Music Educators Association Conference-Atlantic City, NJ	\$350	\$87	\$437

B2. Motion to approve tuition reimbursement for Anthony DeStefano for *Literacy Development in the Elementary and Middle School course*-Rutgers University-3 credits-at the Rutgers University approved rate in the Agreement between the SLBOE and the SLEA.

B3. Motion to approve tuition reimbursement for Steven Janelli for *Life Span Development*-Ocean

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County Community College-3 credits-at the Rutgers University approved rate in the Agreement between the SLBOE and the SLEA.

- B4. Motion to approve Robert Gramer as a Long-Term Substitute Health and Physical Education teacher at Step 1 in the Agreement between the SLBOE and the SLEA effective January 2, 2020 through June 30, 2020, pending criminal history clearance.
- B5. Motion to approve administration to seek a part-time, Orton-Gillingham (OG) certified instructor to be compensated through grant funding.
- B6. Motion to approve John Livingood as Athletic Coach in Charge January 2, 2019-June 20, 2020 at the SLBOE and SLEA Agreement Schedule B rate of \$1350.

On motion by Mrs. Matuch, and seconded by Mr. Moran:

Roll Call:

Mrs. Giblin - Yes	Mr. Hale - Yes	Mrs. Matuch - Yes	Mr. Moran - Yes	Mr. Worth - Yes
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C. Student Services

None

D. Finance

The following Finance Motions were approved as noted below:

- D1. Motion to approve the Board Secretary and Treasurer Reports for the month of November 2019:

RESOLVED: That the School Business Administrator/Board Secretary for the Spring Lake Borough Board of Education certifies that, pursuant to N.J.A.C. 6A:23A-16.10(c)(3) as of November 30, 2019, that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(a); and be it further RESOLVED: That the Spring Lake Borough Board of Education accepts the Financial Reports of the Secretary and Treasurer for the month of November 2019; and therefore be it

RESOLVED: That the Spring Lake Borough Board of Education certifies that, pursuant to N.J.A.C.6A:23A-16(c)(4), after review of the Board Secretary and Treasurer monthly Financial Reports and upon consultation with the appropriate District official that to the best of knowledge 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.

- D2. Motion to approve Bills List in the amount of \$ 390,012.09.

- D3. Motion to approve Gross Payroll Expenses:

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November 15, 2019 in the amount of \$ 160,169.20.

November 30, 2019 in the amount of \$ 156,792.14.

D4. Motion to approve cumulative year to date transfers in the amount of \$ 208,179.52.

D5. Acceptance of Audit

The annual audit for the fiscal year ended June 30, 2019 be accepted and placed on file and the following corrective action plan be implemented:

Recommendation Number	Corrective Action Approved by the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
2019-01	The Special Revenue subsidiary ledger was not in agreement with the Board Secretary's report.	Work with APIT, the accounting software company to correct this.	Denise McCarthy	ASAP

D6. Motion to approve Bach & Clark, LLC Architects to design a plan to redo the boys' and girls' locker rooms at a cost of \$ 5,500.

D7. Motion to approve a change order to the excavation work being performed by Drill Construction to the front of the building in the amount of \$ 2,930.

On motion by Mr. Hale, and seconded by Mrs. Matuch:

Roll Call:

Mrs. Giblin - Yes	Mr. Hale - Yes	Mrs. Matuch - Yes	Mr. Moran - Yes	Mr. Worth - Yes
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XIII. Old Business - None noted

XIV. New Business

Mrs. Giblin facilitated a presentation of the proposed Board of Education 2019/2020 Goals prior to seeking approval for the same. (Presentation is accessible on the district website)

The motion to approve the attached goals (Addendum G) for the Board of Education for the 2019/2020 School Year were approved as follows:

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On motion by Mrs. Giblin , and seconded by Mrs. Matuch:

Roll Call:

Mrs. Giblin - Yes	Mr. Hale - Yes	Mrs. Matuch - Yes	Mr. Moran - Yes	Mr. Worth - Yes
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XV. Public Comment on Non-Agenda Items

Mr. Clark, member of the public noted that he had conducted a review of the last 5 years of advertised, Spring Lake, User Friendly budgets paying particular attention to the number of reported enrolled students. He asked for more clarity on this line of the budget in moving forward.

XVI. 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.

There are no items to be discussed in Executive Session at this time

XVII. Adjournment

Prior to adjournment, Mr. Clark wished a Merry Christmas to all.

The motion to adjourn was moved by Mr. Hale and seconded by Mr. Moran

Roll Call:

Mrs. Giblin - Yes	Mr. Hale - Yes	Mrs. Matuch - Yes	Mr. Moran - Yes	Mr. Worth - Yes
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Meeting was adjourned at 7:55 PM.

Respectfully submitted,

Denise McCarthy, CPA,PSA,SFO,QPA
School Business Administrator/ Board Secretary