

**SPRING LAKE BOROUGH BOARD OF EDUCATION  
MEETING MINUTES  
April 26, 2021 6:30 PM**

**Meeting was held in-person in the H. W. Mountz All-Purpose Room - There was no broadcast**

**THE SLBOE FORMALLY INITIATED THE MEETING AT 6:00 PM ONLY FOR THE  
PURPOSE OF GOING INTO EXECUTIVE SESSION.  
THE GENERAL MEETING WAS OPEN TO THE PUBLIC AT 6:30 AS NORMAL.**

**I. Call to order:** President Worth called the meeting to order and announced “This meeting is called to order in accordance with the provisions of the "Open Public Meetings Act," C.231, PL. 1975, and notices were published in The Asbury Park Press and on the district website.”

**II. Attendance: All arrived before 6:00 p.m.**

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  
Ms. Joannette Femia, Interim Business Administrator

**III. Flag salute** - President Worth led the Pledge of Allegiance

**IV. 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 seven (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 April 26, 2021 at: 6:01 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 Mrs. Giblin, and seconded by Mr. Moran at 6:01 PM:

**Passed by unanimous consent**

*The Board entered into executive discussion*

Motion to exit Executive Session and return to the public portion of the meeting: by Mrs. Matuch, and seconded by Mr. Clark at 6:35 PM

**Passed by unanimous consent**

**V. President's Statement** - President Worth welcomed everyone to the meeting and turned it over to Dr. LaValva for the presentations.

**VI. Presentations:** Dr. LaValva presented Joseph Graff (Grade 6) with a Certificate of Acknowledgement as the 2021 Spelling Bee Champion. Joe Graff said a few words and stated that he was grateful for all the other students who participated!

The 2021-2022 Proposed Budget was presented by Dr. LaValva and Mrs. Femia. Mrs. Femia stated that the PowerPoint presentation as well as the User Friendly Budget would be posted on the district website.

After the budget presentation, the Board opened to the public for questions and President Worth noted the commitment by the Board to avoid a referendum and also noted that we are still the highest cost per pupil in the area. There were no other public comments or questions on the Budget presentation.

**VII. Public Comment on Agenda Items Only** - No comments

**VIII. Budget Approval**

### **Adoption of the 2021-2022 School Year Budget and Tax Levy**

WHEREAS, the Spring lake Borough Board of Education adopted a tentative 2021-2022 Budget on March 15, 2021 to be submitted to the Executive County Superintendent of Schools for review and approval, and

WHEREAS, the tentative 2021-2022 Budget was reviewed and approved by the Executive County Superintendent of Schools on March 25, 2021 and

WHEREAS, the tentative Budget was advertised in the legal section of the Coast Star on April 22, 2021;

	<b>GENERAL FUND</b>	<b>SPECIAL REVENUES</b>	<b>DEBT SERVICE</b>	<b>TOTAL</b>
2021-2022 Total Expenditures	\$7,658,172	\$356,162	\$0	\$8,014,334
<u>Less: Anticipated Revenues</u>	<u>\$ 844,894</u>	<u>\$356,162</u>	<u>\$0</u>	<u>\$1,201,056</u>
*Taxes to be Raised	\$6,813,278	\$0	\$0	\$6,813,278

Advertised the Executive County Superintendent approved 2021-2022 Budget in the Coast Star in accordance with the format required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a Regular Board Meeting will be held at 6:30 pm in the All Purpose Room at HWMountz located at 411 Tuttle Avenue, Spring Lake, NJ 07762 on Monday April 26, 2021 for the purpose of conducting a public hearing on the Budget for the 2021-2022 School Year.

**Travel and Related Expense Reimbursement 2021-2022**

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

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 2021-2022 school year.

**Tax Levy Certification – A4F – Form A**

RESOLVED, that the amount required for School Tax purposes for Spring Lake Borough Schools, Monmouth County, NJ for the 2021-2022 SY is a total of \$6,813,278. (includes General Fund and Debt Service)  
Adoption of Tax Levy Payment Schedule

General Fund	\$6,813,278
Debt Service	0
Total Tax Levy	\$6,813,278

Due Date	General Fund Amount	Debt Service
July 2021	\$567,774	\$0
August 2021	\$567,774	\$0
September 2021	\$567,773	\$0
October 2021	\$567,773	\$0
November 2021	\$567,773	\$0
December 2021	\$567,773	\$0
January 2022	\$567,773	\$0
February 2022	\$567,773	\$0
March 2022	\$567,773	\$0
April 2022	\$567,773	\$0
May 2022	\$567,773	\$0
June 2022	\$567,773	\$0
Total	\$6,813,278	\$0

Motion to approve the 2021-2022 School Year Budget and Tax Levy as submitted:

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

Roll Call:

Mr. Clark - Yes	Mrs. Giblin - Yes	Mrs. Matuch - Yes	Mr. Moran - Yes	Mr. Worth - Yes
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## IX. Committee Reports

### A. Committee Reports

1. Finance, Negotiations, Personnel - Mr. Worth noted that we just discussed Finance with the Budget Presentation. Negotiations are going well, they have met 3 times and have a 4th scheduled. They are trying to work with the Association to avoid using attorneys and so far that has worked well.
2. Buildings & Grounds, and Security - Mr. Worth stated that Dr. LaValva will report later on current projects.
3. Curriculum, Instruction, Student Needs - Mrs. Matuch reported that the 2021-2022 Budget that was just presented includes many changes and updates to curriculum programs. Mr. Levine will be presenting these at our next meeting.
4. Policy and Legislation - Mr. Clark reported that there are Policies on the agenda for First Reading approval. Mr. Clark also noted that legislation seems quite on regionalization.
5. Communications - Mrs. Matuch stated that there is no report this evening.

### B. Liaison Reports

1. Manasquan BOE - Mr. Moran reported that the Manasquan budget will be presented at their meeting tomorrow. Tuition for the High School looks to be up around 3%.
2. H.W. Mountz P.T.A. - Mrs. Matuch reported that they met this morning and discussed the Kitchen tour. It may not be able to happen next year due to Covid-19 concerns. At this time the PTA Board is due to be reelected.

3. Spring Lake Education Foundation - Mr. Clark reported that they had no new information to share. Dr. LaValva noted that they are meeting to discuss district needs and more information will follow.
4. Booster Club - Mrs. Giblin reported that the Boosters bought new uniforms for the tennis team. Track is starting. They would like to bring back the BackYard Bash and they are also interested in providing some financial support for the locker rooms. Dr. LaValva also noted that we have great participation in all of the sports that are currently running and that is good to see.

**X. Superintendent's Report**

- A. Report on Enrollment (Attachment A) - Current enrollment is 169 in the building
- B. Monthly HIB report - No HIB reports
- C. Dr. LaValva thanked the various grades that collected and contributed packages to the Food Bank and also thanked Mrs. Callahan for delivering the items that were collected.

**XI. Approval of Minutes**

Motion to approve the Minutes of the Regular Meeting and Executive Session of March 25, 2021.

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

Roll Call:

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

**A. Curriculum and Instruction**

A1. Motion to approve the following Class Trips:

Class:	Faculty:	Destination:
Grade 4	Mrs. Callahan, Miss Sogluizzo	Devine Park-Spring Lake, NJ Walking Trip
Grade 8	Dr. LaValva, Mrs. Salway, Mr. Livingood, Mr. Janelli, Ms. Koch	Hershey Park-Hershey, PA
Grade 8	TBA - up to 3 teachers, and Administration	River Queen-Brielle, NJ

A2. Motion to approve use of school facilities as requested:

*Camp Invention*

All Purpose Room, Class Rooms as Requested

July 26-31, 2021

8:30 am-3:30 pm

Requested by: Bonnie Brendle

*Spring Lake Recreation*  
Gymnasium  
Shore Girls' Basketball Camp  
August 9-13, 2021  
9:00 am-12:00 pm

- A3. Motion to approve non-resident tuition students for the 2021-2022 School Year. (At this time we are only approving current non-resident students of H.W. Mountz) (Attachment B)

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

Roll Call:

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

- B1. Motion to approve increase in substitute custodian pay to \$15.50 per hour without a black seal license; \$17 per hour for black seal license.
- B2. Motion to approve tuition reimbursement for Eleanor Cosentino: Foundations of Social-Emotional and Character Development-Certification Program, April 19, 2021-June 19, 2021 at a total cost of \$290.
- B3. Motion to approve tuition reimbursement for Julie Reid: Foundations of Social-Emotional and Character Development-Certification Program, April 19, 2021-June 19, 2021 at a total cost of \$290.
- B4. Motion to create and approve the job description for a new position entitled, "Assistant to the Business Administrator". (Attachment C)
- B5. Motion to move Pamela Macdonald from the position of "Secretary" to the position of "Assistant to the Business Administrator" at a salary of \$66,414 (Prorated) effective April 1, 2021 - June 30, 2021.
- B6. Motion to appoint Mindy Green to the position of full-time School Business Administrator/Board Secretary at an annual salary of \$118,000, effective July 1, 2021 - June 30, 2022. (This contract has received prior approval from the Executive County Superintendent.)
- B7. Motion to approve the Shared Services Agreement between the Spring Lake Board of Education and the Sea Girt Borough Board of Education in which Spring Lake will provide Business Administrator and Board Secretary Services to Sea Girt. (Attachment D)

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

Roll Call:

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

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

**D. Policy**

**D1. Motion to approve the following policies on first reading:**

- P 1620 Administrative Employment Contracts
- P 2431 Athletic Competition
- P 5330.05 Seizure Action Plan

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

Roll Call:

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

E1. Motion to approve the Board Secretary and Treasurer Reports for the month of February 2021

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 February, 2021, 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 February 2021; 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.

E2. Motion to approve Bills List in the amount of \$274,099.95

E3. Motion to approve the submission of a grant application for the 2021 Safety Grant Program through the New Jersey Schools Insurance Group’s MOCSSIF sub fund in the amount of \$3,342.00.

E4. Motion to approve the submission of the CRRSA Consolidated grant application. The project period is March 13, 2020 through September 30, 2023

CRRSA-ESSER II	\$160,518
Learning Acceleration	\$ 25,000
Mental Health	\$ 45,000

E5. Recording and award of proposals for Replacement of A/C Heat Ventilators for the Media Center:

Epic Mechanical, Inc \$50,000  
Performance Mechanical \$63,400

**Award to Epic Mechanical: 3320 Route 66, Neptune, NJ 07753 \$50,000**

E6. Recording and awarding of proposal for Replacement of twelve Roof Top Ventilators:

Epic Mechanical, Inc \$22,000  
Performance Mechanical \$21,200

**Award to Performance Mechanical: 2400 Belmar Blvd B-14, Wall, NJ 07719 \$21,200**

E6. Motion to approve Gross Payroll Expenses:

March 15, 2021 \$142,095.24  
March 30, 2020 \$143,966.64

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

Roll Call:

Mr. Clark - Yes	Mrs. Giblin - Yes	Mrs. Matuch - Yes	Mr. Moran - Yes	Mr. Worth - Yes
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**XIII. Public Comment on Non-Agenda Items**

**XIV. Adjournment**

Motion to Adjourn by Mrs. Giblin, and seconded by Mrs. Matuch, at 7:30 PM:

Roll Call:

Mr. Clark - Yes	Mrs. Giblin - Yes	Mrs. Matuch - Yes	Mr. Moran - Yes	Mr. Worth - Yes
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Respectfully submitted

Joanette Femia  
Interim School Business Administrator/Board Secretary