

**SPRING LAKE BOROUGH BOARD OF EDUCATION**

**MEETING MINUTES**

**March 15, 2021 6:00 PM**

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

**Please note: The meeting began at 6:00 pm for the purpose of going into executive session. The General meeting began at 6:41**

**I. Call to order:** President Worth called this meeting to order at 6:00 p.m. and announced “This meeting is called 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 but Mrs. Matuch arrived before the meeting was called to order

Board of Education: Mr. James Worth, President  
Mrs. Noelle Giblin, Vice-President  
Mr. John Clark  
Mrs. Karen Matuch - arrived at 6:12  
Mr. Michael Moran

Administration: Dr. Stephen LaValva, Superintendent/Principal  
Ms. Joannette Femia, Interim Business Administrator

**III. Flag salute** - Mr. Worth led the recitation of 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 \_March 15, 2021 at: 6:02 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
- X  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 6:02 PM:

Roll Call: Note: Mrs. Matuch arrived at 6:12 pm

Mr. Clark - Yes	Mrs. Giblin - Yes	Mrs. Matuch - n/a	Mr. Moran - Yes	Mr. Worth - Yes
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**EXECUTIVE DISCUSSION -**

Motion to exit Executive Session by Mr. Moran, and seconded by Mr. Clark at 6:41 PM:

Roll Call:

Mr. Clark - Yes	Mrs. Giblin - Yes	Mrs. Matuch - Yes	Mr. Moran - Yes	Mr. Worth - Yes
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**V. President’s Statement** - President Worth stated that most of our staff have received the vaccine and we continue to be open full days.

**VI. Presentations** - There were no presentations at this meeting

**VII. Public Comment on Agenda Items Only** - There were no public comments

**VIII. Committee Reports**

A. Committee Reports

1. Finance, Negotiations, Personnel - Mr. Worth reported that we have prepared a preliminary budget for the 2021-2022 fiscal year which is on this agenda for approval. Negotiations continue
2. Buildings & Grounds, and Security - Mr. Worth deferred to Dr. LaValva who reported that Mr. Griffin is issuing bids for ventilation units as well as Media Center HVAC/ventilation and the locker room project. The district has purchased additional cameras for security.
3. Curriculum, Instruction, Student Needs - No report
4. Policy and Legislation - Mr. Clark reported that there are no new policies, however we have second readings on this agenda for approval. In regard to legislation there has been a lot of discussion in regards to regionalization
5. Communications - No report

B. Liaison Reports

1. Manasquan BOE - Mr. Moran reported that the Field House has been approved and their budget is being discussed at a meeting this month.
2. H.W. Mountz P.T.A. - Mrs. Matuch reported that the raffle for Barelli’s continues. There is an Easter Egg Hunt scheduled for March 28th.
3. Spring Lake Education Foundation - Mr. Clark reported that there is no new news, they

- are working with the Administration for notebooks and laptops for teachers
4. Booster Club - Mrs. Giblin reported that Track & Field & Tennis are organizing and the Paddle Tournament is this weekend.

**IX. Superintendent’s Report**

- A. Report on Enrollment (Attachment A) - enrollment remains at 169
- B. Monthly HIB report - No HIB’s - We have submitted a report to the state to reflect HIB training has been completed
- C. Heart Challenge-Thank you to Mr. Gramer for organizing the Heart Challenge with the students. They doubled their goal and it was great to see the students enthusiasm for such a worthy program
- D. SLPD Hunger Drive -Thank you to the Spring Lake Police department for organizing a food drive for a food bank in Tinton Falls. Our students in conjunction with the students from St. Catharines donated over 5000 pounds of food!

**X. Approval of Minutes**

Motion to approve the Minutes of the February 22, 2021 Regular Meeting and Executive Session.

On motion by Mr. Moran, 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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**XI. Adoption of Tentative Budget, Travel and Reserves**

**BE IT RESOLVED**, that the following tentative budget be approved for the 2021-2022 School Year (using the 2021-2022 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 22, 2021:

	<b>GENERAL</b>	<b>SPECIAL</b>	<b>DEBT</b>	
	<b>FUND</b>	<b>REVENUES</b>	<b>SERVICE</b>	<b>TOTAL</b>
<b>2020-2021 Total</b>				
<b>Expenditures</b>	<u>\$7,658,172</u>	<u>\$356,162</u>	<u>\$ 0</u>	<u>\$8,014,334</u>
<b>Less: Anticipated</b>				
<b>Revenues</b>	<u>\$844,894</u>	<u>\$356,162</u>	<u>\$0</u>	<u>\$1,201,056</u>
<b>*Taxes to be</b>				
<b>Raised</b>	<u>\$6,813,278</u>	<u>\$0</u>	<u>\$0</u>	<u>\$6,813,278</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 meeting will be held in the All Purpose Room of H.W. Mountz Elementary School, 411 Tuttle Avenue, Spring Lake, New Jersey on Monday, April 26, 2021 at 6:30 PM, for the purpose of conducting a Public Hearing on the Budget for the 2021-2022 School Year.

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

Mr. Worth commented that we are requesting 2% cap from the taxpayers, however additional capital projects will be done within our budget and without a referendum.

Roll Call:

Mr. Clark - Yes	Mrs. Giblin - Yes	Mrs. Matuch - Yes	Mr. Moran - Yes	Mr. Worth - Yes
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**XII. 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 expenses reimbursements in accordance with N.J.A.C. 6A: 23-7.3, to a maximum of expenditure of \$15,000 for all staff and Board members for the 2021-2022 school year.

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. Action Items**

**A. Curriculum and Instruction**

*There were no approval items for Curriculum and Instruction this month.*

**B. Personnel**

- B1. Motion to approve Cheryl Salway as the Softball Coach for the Spring 2021 season in accordance with the agreement between the SLEA and the SLBOE.
- B2. Motion to approve Bonnie Brendle as a volunteer Assistant Coach for Softball for the Spring 2021 season.
- B3. Motion to approve Anthony DeStefano and Robert Gramer as Baseball Co-Coaches for the Spring 2021 season in accordance with the agreement between the SLEA and the SLBOE.
- B4. Motion to approve John Livingood as Athletic Coach in Charge in accordance with the agreement between the SLEA and the SLBOE (prorated).
- B5. Motion to approve tuition reimbursement for Natalie Levine for a course entitled, "P-12 Principalship" (4 credits) through Capella University in accordance with the agreement between Mrs. Levine and the SLBOE.

On motion by Mr. Moran, and seconded by Mr. Worth:

Roll Call:

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

- C1. Motion to approve a rate increase for the Orton-Gillingham services of Mrs. Elizabeth Kenny-Foggin from \$150 to \$175 per hour (Group work as opposed to individual work) effective March 1, 2021 - June 30, 2021 - Not to exceed 3 hours per week (as opposed to previously approved 6 hours per week.).

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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**D. Policy**

- D1. Motion to approve the following Revised Policies (P) on Second Reading and Adoption:
  - i P5111.3 Non resident tuition students
  - ii P5111.3a (Form A) for Non resident tuition students
  - iii P5610 Suspension
  - ix P5620 Expulsion
  - x P6150 Tuition Income (Revisions)
  - xi P6154 Tuition Fees-Preschool Students (Revisions)
  - xii P8320 Personnel Records

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 January, 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 January 31, 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 January 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 \$313,786.84

E3. Motion to approve Gross Payroll Expenses:

February 5, 2021	\$141,647.87
February 26, 2021	\$139,669.46

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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**XIV. Public Comment on Non-Agenda Items** - Mr. Worth noted that he is looking forward to Mrs. Levin’s presentation in May

**XV. Adjournment**

Motion to Adjourn by Mr. Moran, and seconded by Mrs. Matuch, at 7:04 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