

**SPRING LAKE BOROUGH BOARD OF EDUCATION
WORK SESSION MEETING
June 11, 2018 6:30 P.M.**

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 forwarded to newspapers, to Board members and were posted as required.

Roll Call	Present	Arrived at	Absent	Time:	p.m.
Mr. Daino					
Mrs. Valori					
Mr. Clark					
Mr. Ferraro					
Dr. Sterling					

Dr. Raymond J. Boccuti, CSA; Louise B. Davis, Interim SBA/BS; Paul Griggs, Esq., Board Attorney

II. Flag salute

III. 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 May 22, 2017 at: 7:50 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 in which the release of information would impair a right to receive funds from the United States Government
- _____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

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Matters involving employees and terms of their employment and contract
 Possible imposition of a civil penalty or suspension

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 exist. Action WILL NOT be taken on any of the items stated above.

On motion to enter Executive Session by _____, and seconded by _____:

Roll Call:

_____Mr. Clark	_____Mr. Ferraro	_____ Dr. Sterling	_____Mrs. Valori	_____Mr. Daino
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On motion to exit Executive Session by _____, and seconded by _____:

Roll Call:

_____Mr. Clark	_____Mr. Ferraro	_____ Dr. Sterling	_____Mrs. Valori	_____Mr. Daino
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IV. Safety and Security Update - Dr. Boccuti

V. Public Comments on Agenda Items Only

VI. Discussion by Topic

A. General

1. Building and Grounds Update - Dr. Boccuti and Ms. Davis

VII. Approval of Minutes - April 9, 2018 Workshop and April 24, 2018 Regular Meeting -TBD

VIII. Interim School Business Administrator's Report

A. Secretary and Treasurer Reports- April 30, 2018 - TBD

B. Approval of Expenditures:

1. Approval of Bills List -TBD
2. Approval of Gross Payroll Expense: 5/30/18, 6/15/18, 6/25/18 - TBD

C. Approval of Transfers - TBD

D. Report and Recommendation to Award Contracts on RFP Openings - 2018-2019
EUS - Insurance Broker and RFP Architect - Security Options

E. 2018- 2019 Appointment of Board Professionals/Contracts : Attorney, Auditor, Asbury Park

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Accounting/Personnel Software, Transportation, NJSIG Insurance, MOSSIF,

F. Transfer to Capital Reserve - TBD

G. 2018-2019 Business:

403(b) Tax Compensation Plan, Tax Shelter Annuity Company's, Flex Spending (125 Plan), Petty Cash, Summer Custodian pay rate

H. SBA/BS permission to pay Bills during July & August 2018 for ratification by the Board in August

I. 2018-2019 Renewal of Treasurer of School Monies – Panda, LLC

IV. Superintendent's Report

ADMINISTRATION

A. Report on Enrollment

HW Mountz	191 Students (21 Non-Residents)
Manasquan High School	47 Students
<u>Other:</u> Special Education Out of District Monmouth County Vocational School Red Bank Regional	<u>31 Students</u> 11 Students 15 Students 5 Students
Non-Public Transportation	87 Students

B. Class Trips

Class	Teacher(s)	Destination
Band	Dr. Boccuti, Mrs. Penrod, Mr. Livingood, Mrs. Pearce, Parent	Majestic Theater-Phantom of the Opera-New York, NY

C. Use of Facilities - No requests

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CURRICULUM/INSTRUCTION

A. Update - Dr. Boccuti

PERSONNEL

A. Professional Development Workshop and Travel Log:

Staff Member:	Date(s):	Description:	Registration Fee:	Travel Fees:	Est. Total:
Dr. Raymond J. Boccuti	June 13, 2018	Comprehensive Active Shooter Incident Management-Galloway, NJ	\$0	.31 per mile	
Louise B. Davis	June 15, 2018	MOCSSIF Meeting/Training Session-Pt. Pleasant, NJ	\$0	.31 per mile	
Dr. Raymond J. Boccuti	TBA, Fall 2018	*Annual Leadership Conference-New Jersey School Boards Association (NJSBA), Atlantic City, NJ	TBA	.31 per mile	TBA
Dr. Raymond J. Boccuti	TBA, Winter 2019	*National Conference on Education-American Association of School Administrators (AASA)-Location TBA	TBA	TBA	TBA
Dr. Raymond J. Boccuti	TBA, Spring 2019	*Annual Leadership Conference-New Jersey Association of School Administrators (NJASA) and New Jersey Association of Supervisors of Pupil Services (NJASPA)-Atlantic City, NJ	TBA	.31 per mile	TBA

**Approval requests to take advantage of savings from early registration discounts.*

- B. Schedule B Positions 2018-2019
- C. 2018-2019 Annual Appointments and Authorizations

1. Business Administrator/Board Secretary – TBA

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2. Acting Board Secretary – Dr. Raymond J. Boccuti
3. Acting Principal – Krystyna Domogala
4. Attendance Officers – Victoria Hanlon and Donna Campbell
5. Custodian of the H.W. Mountz School Fund – Dr. Raymond J. Boccuti and Business Administrator
6. Emergency Management Council Member – Dr. Raymond J. Boccuti
7. Authorized Temporary Qualified Purchasing Agent –Business Administrator
8. Public Agency Compliance Officer – Business Administrator
9. AHERA Designated Person – Business Administrator
10. Integrated Pest Management Coordinator –Business Administrator
11. Right To Know Contact Person –Business Administrator
12. Chemical Hygiene Officers – Anthony DeStefano and Matthew Tonzola
13. Blood Borne Pathogens Standards – Victoria Hanlon
14. Section #504 Administrators – Krystyna Domogala and Andrea Brierley
15. Affirmative Action Officers – Krystyna Domogala and Business Administrator
16. Comprehensive Equity Plan –Krystyna Domogala
17. Child Abuse/Neglect and Missing Children Cases Liaison –Krystyna Domogala
18. Enforcement of Drug-Free School Zone Liaison with Law Enforcement Agencies– Krystyna Domogala
19. MOESC Representative – Dr. Raymond J. Boccuti
20. Homeless Liaison – Krystyna Domogala
21. Anti-Bullying Specialist – Michele Lee and Eleanor Cosentino
22. Anti-Bullying Coordinator –Krystyna Domogala
23. PARCC Coordinator – Krystyna Domogala
24. PARCC IT – Christopher Soto
25. District Test Coordinator – Dr. Raymond J. Boccuti
26. School Test Coordinator – Krystyna Domogala

D. Resignation of Amy Lyons, effective June 30, 2018

E. Resignation of Christopher Manning, effective June 8, 2018

F. Payment to Christopher Manning for unused days -5 days @ \$63.65 per day for a total of \$318.25

G. Summer Staffing

Extended School Year (ESY) Instructional Personnel:

John Livingood (Special Ed Teacher) approved at a rate of \$62.25 hourly for a total of 68 hours.

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Shawna Sogluizzo (Special Ed Teacher) approved at a rate of \$43.85 hourly for a total of 68 hours.

Kelly Clark (Paraprofessional/Substitute Teacher) approved at a rate of \$15.00 hourly for a total of 68 hours.

Substitutes:

On call Acting Principals approved at a rate of \$ 250.00 daily, as needed: Laura Roberts (Primary), Cheryl Salway (Secondary).

Nicole Orr (Special Education Teacher) approved at a rate of \$48.90 hourly, as needed.

Bonnie Brendle (Paraprofessional/Teacher) approved at a rate of \$15.00 hourly, as needed.

Jennifer Miller (Paraprofessional /Teacher) approved at a rate of \$15.00 hourly, as needed.

Roberta Martin (Teacher) approved at rate of \$90.00 (daily rate), as needed.

Related Services Personnel:

Bridget Maniace (Speech and Language Specialist) approved at a rate of \$61.60 hourly for a total of 5 hours per week during ESY.

Amy Forsythe (Occupational Therapist) 6 hours a week approved at a rate of \$80.00 (daily rate) during ESY.

Wilson Reading Instruction

Shawna Sogluizzo (Special Education Teacher) approved at a rate of \$43.85 hourly for a total of 10 hours during month of August to provide instruction for Wilson practicum.

CST Summer Hours:

Eleanor Cosentino. Social Worker 10 days approved at \$369.35 (daily rate)

Andrea Brierley, LDTC 10 days approved at \$336.48 (daily rate)

Michele Lee, School Psychologist, 4 days approved at \$327.73 (daily rate).

H. Authorization for the Superintendent to advertising and hire for position vacancies through the Board of Education work session Scheduled for September 10, 2018. The position vacancies must be included in the 2018-2019 budget.

I. Approval of Anthony DeStefano, Laura Roberts, and Cheryl Salway as Acting Principals, as needed,

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for the 2018-2019 School Year.

J. Approval of Denise L. McCarthy, C.P.A to the position of School Business Administrator, Board Secretary and approval of a contract with the Spring Lake Borough Board of Education for the 2018-2019 school year, start date TBA, with a salary of \$120,000 (prorated). Let it further be resolved that the Monmouth Beach School District will provide 50% of the cost of salary and benefits through a separate shared services agreement.

K. Approval of a shared services agreement between the Spring Lake Borough Board of Education and the Monmouth Beach School District Board of Education for Denise L. McCarthy, C.P.A. to serve as a shared School Business Administrator, Board Secretary with the Spring Lake Borough serving as the lead school district, with the said agreement providing that each Board of Education will share equally.

RESOLVED: To approve, upon recommendation of the Superintendent, Personnel Report Items J and K.

On motion by _____, and seconded by _____:

Roll Call:

___ Mr. Clark	___ Mr. Ferraro	___ Dr. Sterling	___ Mrs. Valori	___ Mr. Daino
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L. Approval to post and hire an anticipated Special Education Teacher position for the 2018-2019 School Year for resident student (#9228498321). Funding for this position is included in the 2018-2019 budget.

M. Approval to hire Sarah Daniscsak as a summer custodian, effective June 12, 2018 to September 1, 2018 at a rate of \$14.00 hourly.

RESOLVED: To approve, upon recommendation of the Superintendent, Personnel Report Items L. and M.

On motion by _____, and seconded by _____:

Roll Call:

___ Mr. Clark	___ Mr. Ferraro	___ Dr. Sterling	___ Mrs. Valori	___ Mr. Daino
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STUDENT SERVICES

- A. HIB Report June, 2018
- B. 2016-2017 HIB Grades Report
- C. Non-Resident Application update

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D. Extended School Year (ESY) Program

Extended School Year (ESY) Program and Related Services

Dates: Monday, July 2, 2018 through Tuesday, July 31, 2018, 4 weeks, No ESY program on July 4, 2018.

Mondays through Thursdays (No ESY on Fridays)

Hours: 8:45 am – 12:45 pm

ESY Placements: Manasquan Students - OOD

Note: Transportation costs pending for ESY.

Contracts for ESY pending.

Request to place Spring Lake resident (# 8768907753) at Search Day School from 7/2/18 through 8/24/18 for a tuition cost at an estimated value of \$13,067.73.

Request to place Spring Lake resident (#9964574192) at Search Day School from 7/2/18 through 8/24/18 for a tuition cost at an estimated value of \$13,067.73.

Request to place Spring Lake resident (#9964574192) at Harbor School from 7/5/18 through 8/15/18 for a tuition cost at an estimated value of \$10,094.48.

Request to place Spring Lake resident (#6837612235) at Lewis School from 6/25/18 through 7/21/18 for a tuition cost at an estimated value of \$1,500 for the pm session; am session is automatically included in the 2017-2018 tuition paid.

Request to place Spring Lake resident (#3489014370) at Collier School from 7/5/18 through 8/15/18 for a tuition cost at an estimated value of \$9,184.

ESY Placements: H.W. Mountz - OOD

Note: Transportation costs pending for ESY.

Contracts for ESY pending.

Request to place Spring Lake resident (#4893883869) at the Alpha School from 7/5/18 through 8/15/18 for a tuition cost at an estimated value of \$ 9,613.50.

Request to place Spring Lake resident (#1667616081) at Wall Township School District from 7/2/18 through 8/9/18 for a tuition cost at an estimated value of \$5,091.24

Request to place Spring Lake resident (#2046398061) at The Shore Center from 6/25/18 through 8/7/18

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for a tuition cost at an estimated value of \$12,062.00.

Request to place Spring Lake resident (#8636445771) at the Alpha School from 7/5/18 through 8/15/18 for a tuition cost at an estimated value of \$9,613.50.

Contracted Services:

Dr. Dorothy Pietrucha; Neurological Evaluation; \$225

Dr. Donna Merchant; Central Auditory Processing Disorder (CAPD) Evaluation; \$675

Dr. Syed S. Zaidi; Psychiatric Evaluation; \$550

Dr. Denise Aloisio; Pediatric (Neuro) Developmental Evaluation; \$575

BCBA - TBA

Physical Therapist - TBA

Occupational Therapist - Amy Forsythe

Wilson Reading Instructor - Kathleen Joyce

POLICY

- A. Strauss Esmay Policies -Second Reading and Adoption of Policy 7000 Series and Regulations (indicated by (R) following the Policy title) - Property, 8000 Series and Regulations - Operations, and 9000 Series and Regulations - Community

7000's: Property

- 7100 Long-Range Facilities Planning (R)
- 7101 Educational Adequacy of Capital Projects (R)
- 7102 Site Selection and Acquisition
- 7130 School Closing
- 7230 Gifts, Grants and Donations (R)
- 7243 Supervision of Construction
- 7300 Disposition of Property (R)
- 7410 Maintenance and Repair (R)
- 7420 Hygienic Management (R)
- 7421 Indoor Air Quality Standards (R)
- 7422 School Integrated Pest Management Plan (R)
- 7424 Bed Bugs (R)
- 7425 Lead Testing of Water in Schools
- 7430 School Safety (R)
- 7432 Eye Protection (R)
- 7433 Hazardous Substances
- 7434 Smoking in School Buildings and on School Grounds (R)
- 7435 Alcoholic Beverages on School Premises
- 7436 Drug Free Workplace
- 7440 School District Security (R)

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- 7441 Electronic Surveillance In the School Building and on School Grounds (R)
- 7446 School Safety Program
- 7450 Property Inventory
- 7460 Energy Conservation
- 7480 Motor Vehicles on School Property
- 7481 Unmanned Aircraft Systems (UAS also known as Drones)
- 7490 Animals on School Property
- 7510 Use of School Facilities (R)
- 7513 Recreational Use of Playgrounds - *With addition of insurance carrier review.*
- 7520 Loan of School Equipment
- 7522 School District Provided Technology Devices to Staff Members
- 7523 School District Provided Technology Devices to Students
- 7610 Vandalism (R)

8000's: Operations

- 8130 School Organization
- 8140 Student Enrollments
- 8140 Enrollment Accounting (R)
- 8210 School Year
- 8220 School Day
- 8220 School Closings (R)
- 8310 Public Records (R)
- 8311 Managing Electronic Mail
- 8320 Personnel Records
- 8330 Student Records (R)
- 8335 Family Educational Rights and Privacy Act
- 8350 Records Retention
- 8420 Emergency and Crisis Situations
- 8420 Emergency and Non-Fire Evacuation Plan (R)
- 8420.1 Fire and Fire Drills ®
- 8420.2 Bomb Threats
- 8420.3 Natural Disasters and Man-made Catastrophes ®
- 8420.4 Kidnapping
- 8420.5 Asbestos Release
- 8420.6 Accidents To and From School
- 8420.7 Lockdown Procedures
- 8420.10 Active Shooter
- 8431 Toxic Hazard Preparedness Program (R)
- 8441 Care of Injured and Ill Persons (R)
- 8442 Reporting Accidents - *With the addition of processing through the School Nurse.*
- 8451 Control of Communicable Diseases (R)
- 8453 HIV/AIDS
- 8454 Management of Pediculosis
- 8461 Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other

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Drug Abuse - *Previously determined to utilize this policy with the addition of the school district's current regulations and forms.*

- 8462 Reporting Potentially Missing or Abused Children
- 8465 Hate Crimes and Bias-Related Acts (R)
- 8467 Weapons (R)
- 8468 Crisis Response (R)
- 8500 Food Services
- 8505 Wellness Policy/Nutrient Standards for Meals and Other Foods
- 8506 School Lunch Program and Biosecurity Plan
- 8540 School Nutrition Programs
- 8600 Student Transportation (R)
- 8601 Student Supervision After School Dismissal
- 8613 Waiver of Student Transportation
- 8630 Bus Driver/Bus Aide Responsibility (R)
- 8660 Transportation by Private Vehicle (R)
- 8670 Transportation of Disabled Students
- 8710 Property Insurance
- 8740 Bonding

9000's: Community

- 9100 Public Relations
- 9120 Public Relations Program (R)
- 9130 Public Complaints and Grievances (R)
- 9140 Citizens Advisory Committees (R)
- 9150 School Visitors (R)
- 9160 Public Attendance at School Events
- 9180 School Volunteers
- 9190 Community Organizations
- 9200 Cooperation Between Parents and School
- 9210 Parent Organizations
- 9230 Parental Responsibilities
- 9240 Rights of Parents
- 9242 Use of Electronic Signatures
- 9260 Parental Liability for Vandalism
- 9270 Home Schooling and Equivalent Education Outside the School (R)
- 9280 Parent Conferences
- 9320 Cooperation with Law Enforcement Agencies (R)
- 9323 Notification of Juvenile Offender Case Disposition
- 9324 Sex Offender Registration and Notification (R)
- 9400 News Media Relations
- 9500 Cooperation with Educational Agencies
- 9541 Student Teachers/Interns
- 9550 Educational Research Projects
- 9560 Administration of School Surveys

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- 9700 Special Interest Groups
- 9713 Recruitment by Special Interest Groups
- 9720 Solicitations by Vendors

STRATEGIC PLAN

A. Update - Dr. Boccuti

X. Old Business

XI. New Business

XII. Public Comment/Visitors

XIII. Adjourn

On motion by _____, and seconded by _____:

Roll Call:

____Mr. Clark	____Mr. Ferraro	____Dr. Sterling	____Mrs. Valori	____Mr. Daino
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