

**SPRING LAKE BOARD OF EDUCATION**

**MINUTES**

**May 5, 2014**

**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.

<b>Roll Call</b>	Present	Arrived at	Absent	Time: 7 p.m.
Mrs. Hansen	X			
Mr. Hale	X			
Mr. Panzini		7:05		
Mr. Daino	X			
Mrs. Valori	X			
Mr. Bormann, CSA, Mrs. Allen, SBA, Mr. Griggs, Attorney				

**II. Flag salute**

**III. Public Comments on Agenda Items Only**

The length of time for public discussion shall be limited to 30 minutes and individual speakers on a particular subject are limited to three minutes (Policy 1120)

Elsie Dubac Asked for clarification of agenda item I. Choice School  
Asked for clarification on Kerri Walsifer’s appointment as Acting Principal

**IV. Budget Adoption and Implementation**

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A:

<u>Expenditures</u>		<u>Revenues</u>	
General Current Expense	\$7,223,177	<u>General Fund</u>	
Capital Outlay	\$ 23,462	Budgeted Fund Balance	\$ 790,017
Special Revenue Fund	\$ 252,527	Budgeted Tuition Reserve	\$ 69,000
Repayment of Debt	\$ 200,407	Budgeted Maint Reserve	\$ 100,000
		Local Tax Levy	\$6,072,464
		Int/Misc Revenues	\$ 24,904
		State Aid	\$ 190,254
Total Expenditures	\$7,699,573	<u>Special Revenue Fund</u>	
		State Aid	\$ 143,926
		Federal Aid	\$ 108,601
		<u>Debt Service Fund</u>	
		Budgeted Fund Balance	\$ 18
		Local Tax Levy	\$ 138,636
		State Aid	\$ 61,753
		Total Revenue	\$7,699,573

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On motion by Mrs. Hansen and seconded by Mr. Hale

WHEREAS, the Spring Lake Board of Education authorized a tentative budget on March 24, 2014 to be submitted to the Executive County Superintendent of Schools for approval, and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on April 2, 2014 and

WHEREAS, the tentative budget was advertised in the legal section of the Coast Star on April 24, 2014; and

WHEREAS, the tentative budget was presented to the public during a public hearing on April 28, 2014; and

WHEREAS, the total amount of the budget for General Fund Expenses shall be \$7,246,639, of which \$6,072,464 shall be raised by tax levy, and

WHEREAS, the total amount of the budget for Special Revenue Fund Expense shall be \$252,527, of which \$0.00 shall be raised by tax levy, and

WHEREAS, the total amount of the budget for Debt Service Expense shall be \$200,407, of which \$138,636 shall be raised by tax levy.

NOW THEREFORE, BE IT RESOLVED that the Spring Lake Board of Education hereby adopts the 2014-2015 School Year budget and,

BE IT RESOLVED that there should be raised for the General Funds \$6,072,464 for the ensuing School Year (2014-2015) and

BE IT RESOLVED that there should be raised for Debt Service Funds, \$138,636 for the ensuing School Year (2014-2015).

Roll Call Vote: Yes: Mr. Hale, Mr. Daino, Mr. Panzini, Mrs. Hansen  
No: Mrs. Valori

On motion by Mrs. Hansen and seconded by Mr. Hale

Resolved: To approve items A., B., C., D., E. F. G. H. and I. as listed on the agenda.

Roll Call Vote: Yes: Mr. Hale, Mr. Daino, Mr. Panzini, Mrs. Hansen

Yes, but abstaining on section A: 3- II 8,9,11 and 24; 5; 6 ; section B, section F, section G and section H as listed on the agenda: Mrs. Valori

- A. Resolved: That the Spring Lake Board of Education approves adoption of the following:
1. Spring Lake School District Organization Chart Policy #2120 - April 2012
  2. All present policies and regulations in the governance manual and as posted on district website under quick links
  3. All present State Core Curricular programs and all present curricula/programs/services as per

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the following list:

- I. Curriculum
  - (1) Visual and Performing Arts (Art & Music): New Jersey Core Curriculum Content Standards (NJCCCS) – June 2009
  - (2) Comprehensive Health and Physical Education: NJCCCS – June 2009
  - (3) English Language Arts: Common Core State Standards (CCSS) for English Language Arts and Literacy – May 2012
  - (4) Math: CCCS – August 2011
  - (5) Science: NJCCCS – June 2009
  - (6) Social Studies: NJCCCS – June 2009
  - (7) World Languages (Spanish): NJCCCS – June 2009
  - (8) Technology: NJCCCS - June 2009
  - (9) 21<sup>st</sup> Century Life and Careers: NJCCCS – June 2009
- II. Programs
  - (1) Algebra I and Pre-Algebra
  - (2) 6,7,8 grades Math Course Sequence
  - (3) Accelerated Math
  - (4) Accelerated 6,7,8 English/Language Arts
  - (5) 6, 7, 8 grades Spanish Course Sequence
  - (6) SMART Art/Technology
  - (7) Gifted and Talented
  - (8) Pre-School 3&4 Tools of the Mind
  - (9) Kindergarten Tools of the Mind
  - (10) Library Media Program
  - (11) Achieve 3000 (English/LA, Science, Social Studies)
  - (12) Adaptive Physical Education
  - (13) Special Education – Resource Center/In-Class Support
  - (14) Speech/Language Development
  - (15) Extended School Year Resource Program (PSD, primary and middle grades)
  - (16) Mountz Uniting Seniors and Students Together (MUSST)
  - (17) Drug Alcohol Resistance Education (DARE)
  - (18) Guidance/Counseling Services
  - (19) Health Services
  - (20) 504 Services
  - (21) Special Education Services
  - (22) Cognitive Abilities Test – Otis Lennon School Ability Test (OLSAT)
  - (23) Standardized Testing Services (Stanford 10 Gr 2, NJASK 3-8, PARCC 3-8, District Testing: SRI/SMI Benchmark Testing 2-8, 5-8 Core Subject Benchmark Exams)
  - (24) Respect/Character Education Program – NJ Bar Foundation K-8/Stop & Think K-2/Elias Social Decision Making 3-8/Bucket Filler K/Responsive Classroom PK-8
  - (25) Band Program

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- (26) Chorus Program
  - (27) Yearbook
  - (28) National Junior Honor Society
  - (29) Peer Mediators
  - (30) Student Council
  - (31) Intervention & Referral Services (I&RS)
  - (32) Intramural Athletics: Boys and Girls Soccer, Boys and Girls Basketball, Baseball, Softball, Cheerleading
- 4. All current textbooks as posted on curriculum page of district website
  - 5. EUS Services:
    - Asbury Park ITC Budget and Payroll/Personnel
    - OnCourse – Student Information System Software including Lesson and Curriculum Planning
    - TieNet – IEP Software
    - School Insurance Agents - Boynton & Boynton and Brown & Brown Group
  - 6. Professional Services
    - School Insurance Agents - Boynton & Boynton and Brown & Brown
    - Auditor - Paul Cuva of Ferraioli, Wielkotez, Cerullo & Cuva, CPA's @\$11,920
    - Board Attorney - Anthony Sciarrillo, of Lindabury, McCormick & Estabrook @ \$450/monthly meeting and \$160/hour
    - School Physician - Patricia Manfrednia, MD @ \$1,878
  - 7. Resolved: That the Spring Lake Board of Education approves adoption of the District philosophy, goals and objectives, educational goals, and process goals as per Spring Lake Board of Education policy.
- B. Resolved: That the Spring Lake Board of Education re-adopts:
- 1. The Long Range Facility Plan (2005-2010) Revised 2012
  - 2. The Comprehensive Maintenance plan (2013-2015)
  - 3. The Integrated Pest Management Plan
  - 4. Emergency Management Plan
  - 5. Hazard Communications Plan
  - 6. AHERA Three Year Re-Inspection –Updated Spring 2013
  - 7. Comprehensive Equity Plan extended
  - 8. Technology Plan through 2014-2016
  - 9. Standard Operating Procedures
  - 10. Travel and Related Expense Reimbursement 2014-2015

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:23B-1.1 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 only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of **\$49,500** for all staff and board members.

- C. Resolved: That the Spring Lake Board approve the following:
1. The Superintendent and Business Administrator are authorized to implement the 2014-2015 budget pursuant with local and state policies and regulations.
  2. Adopt the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools for the 2014-2015 school year.
  3. The Superintendent is authorized to approve transfers among line items and programs in accordance with policy 3160
  4. Resolved: To request tax monies from the Borough of Spring Lake in twenty-four semi-monthly payments for 2014-2015 Schedule of payments for General Funds and Debt Service will be made a part of the minutes.
  5. Establishing and maintaining the Petty Cash Fund for the 2014-2015 school year as per Board policy.
  6. TD Bank will be the official depository.
  7. State of New Jersey Cash Management Fund will be the legal depository for excess school funds and bond proceeds.
  8. Business Administrator/Board Secretary is authorized to invest excess monies
  9. The following signatures are authorized on the accounts maintained by the Board of Education:  
General Warrant                      President or Vice President, Superintendent and Secretary (3)  
H. W. Mountz School Fund          Superintendent, Secretary &/or Treasurer (2)  
Payroll Checking                      President, Superintendent or Secretary (1)  
Payroll Agency Checking            Superintendent & Secretary (2)

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|-----------------------------|----------------------------------------------|
| Cafeteria Checking          | Superintendent or Secretary (1)              |
| Petty Cash Checking         | Superintendent, Secretary &/or Treasurer (2) |
| Unemployment Trust Checking | Superintendent & Secretary (2)               |
| HW Mountz Award Checking    | Superintendent or Secretary (1)              |
| Flexible Spending Account   | Superintendent or Secretary (1)              |
10. Resolved: To approve the Corporate Resolution for Facsimile Signatures as attached.

**11. Resolution Authorizing the Procurement of Goods and Services Through State Agency for the 2014-2015 School Year**

Whereas, Title 18A:18A-10 provides that, a board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

Whereas, the Spring Lake School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and

Whereas, the Spring Lake Board of Education desires to authorize its purchasing agent for the 2014-2015 to make any and all purchases necessary to meet the needs of the school district throughout the school year,

Now Therefore Be It Resolved, that the Spring Lake Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors that have State Contracts. The purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contract Number utilized.

- D. Resolved: That the Spring Lake Board approve the following re-appointments and authorizations:
1. Business Administrator/Board Secretary - Debra Allen.
  2. Treasurer of School Monies – Panda, LLC
  3. Acting Board Secretary - John Bormann
  4. Acting Treasurer of School Monies - TBD
  5. Acting Principal – Kerri Walsifer
  6. Attendance Officers -Victoria Hanlon, School Nurse and Donna Campbell
  7. Custodian of the H.W. Mountz School Fund – John Bormann and Debra Allen
  8. Emergency Management Council Member – John Bormann
  9. Authorized Qualified Purchasing Agent (Bid\$36,000/Quote \$5,400)-Debra Allen
  10. Public Agency Compliance Officer - Debra Allen
  11. AHERA Designated Person -Debra Allen.
  12. Integrated Pest Management Coordinator - Debra Allen
  13. Right To Know Contact Person - Debra Allen
  14. Chemical Hygiene Officers – Anthony DeStefano and Matthew Tonzola
  15. Blood Borne Pathogens Standards Persons - Victoria Hanlon, School Nurse

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16. Section #504 Administrators – Michelle Szary
17. Affirmative Action Officers – Debra Allen and Kerri Walsifer and given authorization to implement the Comprehensive Equity Plan extended for FY12
18. Child Abuse/Neglect and Missing Children Cases Liaison – Kerri Walsifer
19. Enforcement of Drug-Free School Zone Liaison with Law Enforcement Agencies – Kerri Walsifer
20. MOESC Representative – John Bormann
21. Homeless Liaison – Kerri Walsifer
22. Anti-Bullying Specialist – Michelle Parisi and Laura Krug
23. Anti-Bullying Coordinator – Kerri Walsifer
24. PARCC Coordinator – Kerri Walsifer
25. PARCC IT – Chris Soto
26. District Test Coordinator – John Bormann
27. School Test Coordinator – Kerri Walsifer

- E. Resolved: That the Spring Lake Board of Education authorize the Superintendent to apply for and administer State and Federal programs for the 2014-2015 school year:
1. Nonpublic Textbook Aid
  2. Nonpublic Nursing Aid
  3. Nonpublic Technology
  4. PL. Chapter 192-193, Services to Nonpublic School Students
  5. PL. 94-142, IDEA - B Flow-through Basic; PL. 99-457, IDEA-B Flow-through Preschool
  6. NCLB Title II-Part A: Teacher & Principal Training & Recruiting
  7. Monmouth-Ocean Educational Services Commission
- F. Resolved: To approve the Spring Lake Board of Education 403(b) Deferred Compensation Plan and Adoption Agreement.
- G. Recommend the Board approve the following companies to provide Tax Shelter Annuity salary reduction agreements for the 2014-2015 school year.
- |                                  |        |
|----------------------------------|--------|
| AXA Equitable Life Insurance Co. | 403(b) |
| AIG Valic                        | 403(b) |
| ING ReliaStarLife Insurance Co.  | 403(b) |
- H. Resolved: To re-approve the Spring Lake 125 Plan including a Flexible Spending Account and to re-approve Horizon as Third Party Administer for the 2014-2015 school year.
- I. Inter-District Public School Choice Program Act of 2010 18A:36B

Whereas the Inter-district School Choice Program (N.J.S.A. 18A:36B-14-24) was signed into law by Governor Christie on September 10, 2010 and commenced with the 2011-2012 school year, and

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Whereas the program was designed to increase educational opportunities for students and their families by providing students with the option of attending a public school outside their district of residence without cost to their parents, and

Whereas students will be able to choose to go to a school outside their district of residence if the selected school is participating in the choice program, and

Whereas the district of residence shall not prevent or discourage its students from participating in the Inter-district School Choice Program,

Whereas pursuant to N.J.S.A. 18A:36B-8a(1) and subject approval of the Commissioner of Education, the board of education of the district of residence may limit the number of its district students allowed to participate in the choice program by adopting a resolution, to do the following:

1. Restrict enrollment of its students in a choice district to a maximum of 10 percent of the number of students per grade level per year in the sending district and
2. Restrict enrollment of its students in a choice district to a maximum of 15 percent of the total number of students enrolled in the sending district (N.J.S.A. 8a(2) and,

Whereas the calculation of enrollment of the district of residence must be based on the October ASSA and the method to be used in calculating enrollment is described in N.J.S. A. 18A:36B-8b (3), and

Whereas in the event a district adopts any resolution restricting the enrollment of its students in choice districts and students requests for participation exceed the limits set by the district of residence, the district must conduct a lottery.

Now Therefore Be It Resolved that, upon recommendation of the Superintendent of Schools, the Spring Lake Board of Education in the County of Monmouth, New Jersey adopts a 10 percent cap by grade and a 15 percent cap by sending district in the number of students that may opt to attend a district of choice,

Be It Further Resolved that the Superintendent is authorized and directed to establish and conduct a lottery if the number of interested students exceeds this 10 percent limit in any grade and 15 percent limit by sending district.

**V. Any Other Matters**

Elevator broke down on Sunday, April 27, 2014. The repairs will take 6 to 8 weeks. Payton Elevator has submitted a proposal for \$32, 500. An insurance claim has been initiated.

On motion by Mr. Hale and seconded by Mr. Panzini

**EMERGENCY ELEVATOR REPAIR – H W MOUNTZ SCHOOL**

WHEREAS, the elevator at the H W Mounts School broke and has disrupted access to the educational



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programs for disabled students and staff, and,

WHEREAS, this problem poses a health and safety issue as safe access to programs located in the Library, Lunchroom, TV Studio/Technology Lab and Science Lab is not available,

NOW, THEREFORE BE IT RESOLVED that the Spring Lake Board of Education will seek to award a contract for the repair of the elevator under 18A:18A-7, Emergency Purchase and Repair Contracts.

The provisions of this citation allow the awarding of a contract without competitive bids or quotes as the nature of the emergency affects the health and/or safety of the children. Temporary repairs and permanent replacement will begin as soon as a contractor can be hired. All information related to the repairs and replacement will be made known to the Board at its next regular meeting.

Roll Call Vote: Yes: Mr. Panzini, Mrs. Valori, Mr. Hale, Mr. Daino, Mrs. Hansen

**Executive Session**

On motion by Mrs. Hansen and seconded by Mr. Panzini

Resolved: To enter into a brief executive session at 7:33 p.m. to discuss legal matters. The session will last no longer than 15 minutes. No actions will be taken.

Attorney Client Privilege - 4 minutes

Return to open session at 7:37 p.m.

**VI. Adjourned at 7:37 p.m.**