

**SPRING LAKE BOROUGH BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
October 28, 2019 6:30 PM**

**I. Call to order:** President Worth called the meeting to order at 6:30 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.

Board Member	Arrival Time
Mr. James Worth, President	6:30 p.m.
Mrs. Noelle Giblin, Vice President	6:30 p.m.
Mr. Ed Hale	6:30 p.m.
Mrs. Karen Matuch	6:30 p.m.
Mr. Michael Moran	6:30 p.m.

Administration: Stephen LaValva, EdD, Principal/Acting Superintendent,  
Denise McCarthy, SBA/BS; Paul Griggs, Esq., Board Attorney

**II. Flag salute -** President Worth led the flag salute.

**III. Approval of Minutes**

Motion to approve, the Minutes of the September 23, 2019 Regular Meeting and the September 23, 2019 Executive Session.

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

Roll Call:

Yes-Mrs. Giblin	Abstained- Mr. Hale	Yes- Mrs. Matuch	Yes-Mr. Moran	Yes- Mr. Worth
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**IV. Correspondence-** *Mrs. McCarthy reported that there was no correspondence.*

**V. President's Statement-** *President Worth mentioned that the Executive Session minutes are now published on the District's website. He also mentioned that the School Board election will be held on November 5, 2019 and that there are three candidates running. He thanked Mrs. DeFeo and the PTO for the flowers that were placed in the bollard in the front of the building.*

**VI. Public Comments on Agenda Items Only- None**

**VII. Presentations**

A. Testing Presentation - Dr. LaValva, Ms. Domogala, Mrs. Dettlinger

*Dr. LaValva, Ms. Domogala and Mrs. Dettlinger went over the NJSLA, "New Jersey Student*

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*Learning Assessment” test scores from last spring. It was explained that NJSLA is a move away from PARCC with the biggest distinction being a reduction in student test time.*

**B. Facilities Update Presentation - Mr. Griffin**

*Mr. Griffin went over his complete assessment of various areas of the building from a HVAC standpoint and explained what is and isn't working and presented a list of priorities to be addressed.*

**VIII. Committee Reports**

**A. Committee Reports**

**1. Finance, Negotiations, Personnel - Mr. Worth, Mrs. Giblin**

*Mr. Worth commented on a meeting held with the external auditor and that the reserves look better than expected. He explained that the Finance committee is covering one big expense item at a time. Currently, transportation is being looked at and a survey will go out to parents to see if they are actually using the busing that they signed up for. He commented that every little bit of savings adds up.*

**2. Buildings and Grounds, and Security - Mr. Worth, Mrs. McCarthy**

*Mrs. McCarthy commented that all items on the security checklist have been addressed. She also commented that later on in the meeting the Board will vote on awarding a Bid to excavate and waterproof the exterior foundation walls to correct a water infiltration issue on the first floor.*

**Curriculum, Instruction, Student Needs - Mrs. Matuch, Mrs. Giblin**

*The committee will be reviewing test scores to see where improvement is needed.*

**3. Policy and Legislation - Mr. Worth, Mr. Moran**

**4. Communications -**

**a. Manasquan BOE Liaison-Mr. Moran**

*MHS is looking to add the administration of PSAT's to the ninth grade, an AP Physics class and an Open House.*

**b. HWM PTA Liaison-Mrs. Matuch**

*Mrs. Matuch commented that the kitchen tour was sold out and the fundraiser allows the PTO to hold assemblies and donate money towards special projects.*

**c. Spring Lake Education Foundation-Mr. Moran**

*Mr. Moran commented that the first meeting is November 21, 2019.*

**d. Booster Club Liaison-Mrs. Giblin**

*Mrs. Giblin commented that the Junior Cross Country team took third place at a meet at CBA.*

**e. Ad hoc Future of Mountz Committee-Mr. Worth**

*Mr. Worth commented that a quote was received from a demographer which he is in the process of reviewing. He also commented that he is starting to prepare the outline of the report and the committee's recommendations.*

**f. Superintendent Survey Results - Mrs. Giblin**

*Mrs. Giblin gave a Power Point presentation on a summary of the results. There were 63 responses to the survey from a variety of backgrounds. The responders were asked to identify the top five strengths they would like to see in a Superintendent.*

**IX. Administrative Report/ Presentations**

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- A. Thank you from Acting Superintendent
  - Firemen for Fire Safety Assembly
  - PTA-Kitchen Tour Success
  - PTA/DiFeo family for generous donation of plants for bollard
  - Spring Lake Police Department for Bicycle Safety Assembly
  - Spring Lake Police for breakfast and the safe escort bike to school
- B. Monthly and Annual HIB Reports- *Nothing to report.*
- C. Report on Enrollment- *Dr. LaValva commented that enrollment was at 146 which is less one student from last month.*
- D. Survey on School Bus Usage- *90 children were polled and results will be forthcoming.*
- E. Annual Domicile Letter- *Dr. LaValva stated that this will be sent out shortly.*
- F. Fall Sports- *Dr. LaValva discussed how the fall sports teams are faring.*

**X. Action Items- None.**

**A. Curriculum and Instruction**

- A1. Motion to approve changing the December BOE meeting from December 23, 2019 to December 16, 2019.
- A2. Motion to approve the following class trips:

Class	Teacher(s)	Destination
Band/Chorus	Mrs. Penrod, 3 staff members tba	New York, NY
Grade 6	Mrs. Krebs, Mr. Tonzola	Middletown Arts Center-Middletown, NJ Liberty Science Center-Jersey City, NJ
Grade 7	Mrs. Krebs, Mr. Tonzola	Lincoln Center-New York, NY
Grade 8	Ms. Koch	Gettysburg, PA (additional chaperone)
Grade 2	Mrs. Hollowell, Mr. Tonzola, Ms. Koch	Sandy Hook, NJ
Grade 4	Mrs. Callahan, Miss Clark	Walking Trip to Spring Lake Historical Society-Spring Lake, NJ
Prek	Mrs. Ritchey, Mrs. Neral	Atlantic Farms-Manasquan, NJ

- A3. Motion to approve the following facility use requests:

Spring Lake Recreation-Basketball - Requested by: Kathy Heine  
Gymnasium  
December 2, 2019-February 29, 2020

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Mondays: 6 pm to 9 pm  
 Wednesdays: 6 pm to 8 pm  
 Thursdays: 6 pm to 8 pm  
 Saturdays:  
     December 14: 9 am to 3 pm  
     January 4, 11, 18, 25: 9 am to 3 pm  
     February 1, 22, 29 9 am to 3pm

PTA - Meet the BOE Candidates Night - Requested by: Denise Monello  
 APR or Library (depending on structure of meeting)Library  
 Tuesday, October 29, 2019 - 6:30 pm-8:30 pm

Spring Lake Educational Foundation-Requested by: Maggie McElynn  
 APR  
 Thursday, November 21, 2019-6 pm to 8 pm

Booster Club-JV Boys and Girls Basketball Tournament-Requested by: Craig Lynch  
 Gymnasium  
     November 20, 21, 22,25 2019 4:30 pm to 9 pm  
     November 23 All day

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

Roll Call:

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

B1. Motion to Approve the following Professional Development Workshop and Travel Log:

Staff Member:	Date(s):	Description:	Registration Fee:	Travel Fees:	Est. Total:
Kelly Clark	October 15, 2019	Sending District Math Workshop-Belmar, NJ	\$0	\$0	\$0
John Livingood	October 14-15, 2019	Sending District Math Workshop-Belmar, NJ	\$0	\$0	\$0
Julie Reid	October 18, 2019	Literacy	\$90	\$0	\$90

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		Symposium-Monmouth University-West Long Branch, NJ			
Linda Krebs and Matthew Tonzola	October 25, 2019 December 13, 2019 February 7, 2020 June 12, 2020	Shore Consortium for the Gifted and Talented Meetings- Keyport-NJ Spring Lake-NJ Keyport, NJ Oceanport-NJ	\$0	\$0	\$15 \$0 \$14 \$11
Brigid Maniace	October 22, 2019	Autism Across the Spectrum-Eatontown, NJ	\$0	\$	\$2
Deborah Hallowell	October 22, 2019	Sending District Articulation Meeting-Belmar, NJ	\$0	\$0	\$0
Matthew Tonzola	October 28, 2019 and March 2, 2020	Developing Impactful Arts Integration-Monroe, NJ	\$450	\$40	\$490
Ellen Cosentino, Nicole Orr, Shawna Sogluizzo	November 19, 2019, January 15, 2019, March 19, 2019	Special Education Coordinated PD-Belmar, NJ	\$0	\$0	\$0
Andrea Brierley	November 25, 2019	Multi-Tiered Systems of Support for Mathematics-for Grades Prek to 5-Eatontown, NJ	\$0	\$7	\$7
Ann Marie Callahan, Kelly Clark, Jenna Grannick, Julie Reid	December 4, 2019 February 6, 2020	Coordinated Professional Development-Belmar, NJ	\$0	\$0	\$0
Karen O'Sullivan, Laura Roberts	December 18, 2019, February 27, 2020	Coordinated Professional Development-Manasquan, NJ and TBD	\$0	\$0	\$0
Bridget Koch	2019-2020 School Year	PD Day Education-NASN and NJ School Nurses Membership	\$148.50	\$0	\$148.50
Bridget Koch	February 17, 2020	School Emergency Triage Online	\$90	\$0	\$90

B2. Motion to approve Kathleen Chlan as a substitute teacher for the 2019-2020 school year.

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- B3. Motion to approve Jessica Ruchalski as a substitute teacher for the 2019-2020 school year.
- B4. Motion to approve request for extension of leave of absence for Michele Lee to June 30, 2020. (no salary or benefits during leave of absence)
- B5. Motion to approve request for a leave of absence for Jenna Grannick on or about February 17, 2020 - May 11, 2020. (This includes a combination of paid sick leave and NJ FMLA.)
- B6. Motion to approve extension of leave of absence for Michelle Iacouzzi to December 31, 2019.
- B7. Motion to approve, with regret, the resignation of Nicholas Alvarez effective January 2, 2020.
- B8. Motion to approve payment to John Livingood, Lauren Marcus-Feld, Cheryl Salway, Bridget Koch at the SLEA CBA rate of \$170 per diem for the October 17-18, 2019 Grade 8 trip to Gettysburg, PA.
- B9. Motion to approve Anthony DeStefano, Laura Roberts and Cheryl Salway as Acting Principal on a rotating basis as needed for the 2019-2020 school year.
- B10. Motion to approve Aimee Kinsella from BA + 20 step 7 to MA 7 on the SLEA/BOE teachers collective bargaining agreement.
- B11. Motion to approve Margaret Ping as long term substitute for Michelle Iacouzzi, effective October 29, 2019-December 31, 2019.
- B12. Motion to approve tuition reimbursement as follows:  
  
 Anthony DeStefano-Rutgers University-Introduction to Special Education (3 credits) at the SLEA/BOE collective bargaining agreement Rutgers University approved rate.  
  
 Jenna Grannick-Georgian Court University-Understanding Learning Disabilities (3 credits) at the SLEA/ BOE collective bargaining agreement Rutgers University approved rate.
- B13. Motion to approve Mrs. Koch (School Nurse) and Mrs. Gina Melillo, to serve as a substitute nurse and provide nursing services for OOD student (1667616081) for the 2019-2020 school year only as needed.

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

Roll Call:

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

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- C1. Motion to approve Wally's Transportation Services for the 2019-2020 School Year
- C2. Motion to approve the annual NJDOE School Self-Assessment and approval as per the Anti-Bullying Bill of Rights Act.
- C3. Motion to approve Referee Fees for Athletics as attached: (Appendix A)
- C4. Motion to approve Nursing Services Plan and Standing Orders for First Aid for the 2019-2020 School Year (Addendum C)
- C5. Motion to approve the annual CST contracts as follow:
  - a. A special education tuition contract with the Wall Township School District to provide educational and related services for OOD student ( 851315105) for the 2019-2020 school year (addendum T).
  - b. A special education tuition contract with the Wall Township School District to provide educational and related services for OOD student (1667616081) for the 2019-2020 school year (addendum T).
  - c. Nursing contract with Brentwood Healthcare to provide nursing services for OOD student (1667616081) for the 2019-2020 school year (addendum T).
  - d. Nursing contract with Epic Health Services to provide nursing services for OOD student (1667616081) for the 2019-2020 school year (addendum T).
  - e. Nursing contract with Horizon Healthcare to provide nursing services for OOD student (1667616081) for the 2019-2020 school year (addendum T).
  - f. Special education tuition contract with the Alpha School to provide educational and related services for OOD student (8636445771) for the 2019-2020 school year (addendum T).
  - g. Special education tuition contract with the Alpha School to provide educational and related services for OOD student (4893883869) for the 2019-2020 school year (addendum T).
  - h. Special education tuition contract with the Bayshore Jointure (The Shore Center) to provide educational and related services for OOD student (2046398061) for the 2019-2020 school year.
  - i. Special education tuition contract with The Lewis School to provide educational services to OOD student (6837612235) for the 2019-2020 school year.
  - j. Special education tuition contract with The Harbor School, LLC to provide educational services to student (5961626825) for the 2019-2020 school year.
  - k. Special education tuition contract with Collier High School to provide educational services to student (3489014370) for the 2019-2020 school year.
  - l. Special education tuition contract with the SEARCH Day Program to provide educational services to student (9964574192) for the 2019-2020 school year.
  - m. Special education tuition contract with the SEARCH Day Program to provide educational services to OOD student (8768907753) for the 2019-2020 school year.

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

Roll Call:

Yes-Mrs. Giblin	Yes-Mr. Hale	Yes-Mrs. Matuch	Yes-Mr. Moran	Yes-Mr. Worth
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**D. Finance**

- D1. Motion to approve the Board Secretary and Treasurer Reports - September 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 September 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 months of; 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 \$ 609,632.82.

- D3. Motion to approve Gross Payroll Expenses:

September 15, 2019 in the amount of \$ 158,274.70

September 30, 2019 in the amount of \$157,672.62

- D4. Motion to approve transfers in the amount of \$ 6,626.93 for the month of September 2019.

- D5. Motion to appropriate \$208,529 from 2018-19 Extraordinary Aid in to the 2019-2020 budget.

- D6. Motion to approve the following annual QSAC Compliance reports, and for the SBA to submit to the County office:

1. 2019-2020 Facilities Checklist for the H.W. Mountz School
2. School Safety and Security SOA
3. 3 Year Comprehensive Maintenance Plan (CMP)
4. M-1 Form

- D7. Motion to approve PlanConnect to update the 403 (b) Plan Document and to act as a Third Party Administrator for the 403 (b) Plan of the Spring Lake Board of Education at no cost to the District.

- D8. Motion to award Bid No. 19-01, Excavation and Waterproofing of Exterior Foundation Walls to Drill Construction at a cost of \$ 24,600.



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

Roll Call:

Yes-Mrs. Giblin	Yes-Mr. Hale	Yes-Mrs. Matuch	Yes-Mr. Moran	Yes- Mr. Worth
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**E. Policy**

E1. Motion to approve revisions to SLBOE Regulations 5331- Management of Life-Threatening Allergies in School.

*Mr. Moran suggested that an e-blast be sent out re: the revision to this policy. Mr. Worth asked for clarification of this policy. Dr. LaValva commented that we need to think about what we're serving for celebrations and that communication can be done through the class parent list.*

E2. Motion to amend Policy 4521 Tiered Pay for Substitute Teachers to increase long-term substitute teacher pay (more than 60 consecutive days in same position) from existing daily rate to Step 1 on the SLEA/BOE collective bargaining agreement.

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

Roll Call:

Yes-Mrs. Giblin	Yes-Mr. Hale	Yes-Mrs. Matuch	Yes-Mr. Moran	Yes- Mr. Worth
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**XI. Old Business- None**

**XII. New Business-None**

**XIII. Public Comment on Non-Agenda Items**

*Mr. Roche questioned the Out of District tuition contracts on the agenda. It was explained that they are Spring Lake students that attend Out of District Private Schools for the Handicapped.*

*Mrs. Farmer thanked the Board for covering so many areas and asked if the Pre-K information can be updated on the website as parents are starting to look for schools for next year.*

**XIV. 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 October 28, 2019 at: 8:30 pm. to discuss matters

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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. Matuch, and seconded by Mr. Moran Time 8:30 PM:  
Roll Call

Yes-Mrs. Giblin	Yes-Mr. Hale	Yes-Mrs. Matuch	Yes-Mr. Moran	Yes- Mr. Worth
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Motion to exit Executive Session by Mrs. Matuch, and seconded by Mrs. Giblin Time 9:13 PM:  
Roll Call:

Yes-Mrs. Giblin	Yes-Mr. Hale	Yes-Mrs. Matuch	Yes-Mr. Moran	Yes-Mr. Worth
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**XV. Action items pursuant to Executive Session (Only if Needed): *Not applicable.***

Motion to approve item(s) \_\_\_ by \_\_\_\_, and seconded by \_\_\_\_:

Roll Call:

___ Mrs. Giblin	___ Mr. Hale	___ Mrs. Matuch	___ Mr. Moran	___ Mr. Worth
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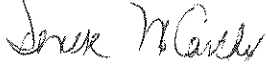
**XVI. Adjournment**

Motion to Adjourn by Mr. Worth, and seconded by Mrs. Giblin, Time: 9:25 PM:

Roll Call:

Yes-Mrs. Giblin	Yes-Mr. Hale	Yes-Mrs. Matuch	Yes-Mr. Moran	Yes- Mr. Worth
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Respectfully submitted,



Denise McCarthy  
School Business Administrator/Board Secretary