

**SPRING LAKE BOROUGH BOARD OF EDUCATION
REGULAR MEETING MINUTES
July 22, 2019 6:30 PM**

I. Call to order: Mr. Worth, Board President called the meeting to order at 6:30 p.m. and announced that “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:	6:30	PM
Mr. Worth	X					
Mrs. Giblin	X	6:35 p.m.				
Mrs. Matuch	X					

Denise McCarthy, SBA/BS; Paul Griggs, Esq., Board Attorney, Krystyna Domogala, Vice Principal/ Director of Student Services

II. Flag salute

III. President’s statement

Mr. Worth thanked Mrs. Valori and Mr. Ferraro for their service on the Board. He also emphasized that the termination agreement for Dr. Boccuti is confidential so please do not ask to see it. Mr. Worth also stated that the immediate goal is to make the opening of school seamless and to appoint two new Board members as soon as possible.

IV. Safety and Security Update

The placement of the bollards is still being reviewed with the Spring Lake police department.

IV. Public Comments on Agenda Items Only

Ms. White questioned how the Board member selection process works.

V. Discussion by Topic

A. General

1. Building and Grounds Update -Mrs. McCarthy

Mrs. McCarthy provided an over view of the various ongoing summer projects. This included an update of the status of the library project, order of rolling bookcases and status of repairs to the floor paint. In addition, Mrs. McCarthy mentioned that an Infrared Roof Scan and Air Quality testing of the entire building have been scheduled.

2. ESY Status Report- Ms. Domogala

Ms. Domogala stated that the collaborative effort with Spring Lake Heights was going well and there were approximately twelve children receiving services.

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3. Superintendent/Principal- replacement process and timing

Mr. Worth reported that an ad is set to run in the Sunday Star Ledger, three search firms have been interviewed and the goal is to get an interim Superintendent in place as soon as possible.

4. Annual School Election- November 5, 2019

Mr. Worth explained that petitions are due to the County Board of Elections by 4 p.m. on July 29, 2019. There are two-three year terms and one-one year term available.

VI. Approval of Minutes

RESOLVED: To approve, the Minutes of the May 28, 2019 Regular Meeting, June 17, 2019 Special Meeting and June 24, 2019 Regular Meeting.

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

Roll Call:

Yes-Mrs. Giblin	Yes-Mrs. Matuch	Yes- Mr. Worth
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VII. School Business Administrator's Report

A. Board Secretary and Treasurer Reports - Draft of the June 30, 2019 reports.

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 June 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 draft Financial Reports of the Secretary and Treasurer for the month of June 2019; 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 draft 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.

B. Approval of Expenditures:

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1. Approval of the supplemental June Bills List in the amount of \$ 3,262.72 and the July Bills List in the amount of \$ 248,274.91

2. Approval of Gross Payroll Expense:

June 19, 2019 - \$245,991.76

June 25, 2019 - \$ 17,621.47

3. Approval of transfers in the amount of \$ 258,420.98 for the year ended June 30, 2019.

C. 2019-2020 Appointment of Board Professionals/Contacts: Treasurer, Attorney, Auditor, Asbury Park Accounting/Personnel Software, NJSIG Insurance MOSSIF:

1. Pursuant to P.L. 2015, Chapter 47, the Spring Lake Board of Education intends to renew the following Contracts for the School Year 2019-2020, previously awarded by the Board of Education. These Contracts are, have been, and will continue to be in full compliance with all State and Federal statutes and regulations; in particular, New Jersey Title 18A:18. Et. seq, N.J.A.C. Chapter 23, and Federal Uniform Administrative Requirements 2 CFR, Part 200.

A. Move to approve Panda LLC: Treasurer of School Monies Fee- \$ 3,940 which includes monthly cash flow analysis.

B. Move to approve Sciarrillo, Cornell, Merlino, McKeever & Osborne, LLC: \$165/hour-Legal Services

C. NJSIG-Move to approve renewal Resolution to continue membership in the New Jersey Schools Insurance Group (NJSIG) and the Monmouth Ocean Shared Services Insurance Fund (MOSSIF).

D. Asbury Park ITC- Move to renew the contract with the Asbury Park ITC for the 2019-2020 School Year at the fee of \$7,635 for Licensing of Payroll/Personnel and Accounting.

E. Ferraioli, Wielkotz, Cerullo & Cuva, PA-Move to renew Auditor for 2019-2020 Audit/CAFR for fee of \$13,500.

F. Move to recommend Balken Risk Management as Insurance Broker for Spring Lake Board of Education for the 2019-2020 School Year.

G. 2019-2020 Business Office Vendors:

RESOLVED, the Spring Lake Board of Education approved the 403 (b) Deferred Compensation Plan and Adoption Agreement.

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RESOLVED, the Spring Lake Board of Education approved the following companies to Provide Tax-Shelter Annuity salary reduction agreements for the 2019-2020 school year:

AXA Equitable Life Insurance Co. 403(b)
AIG Valic (403 (b)
National Life Group

RESOLVED, the Spring Lake Board of Education approves the Spring Lake 125 Plan including a Flexible Spending Account and to re-approve Aflac as Third Party Administer for the 2019-2020 school year.

RESOLVED, the Spring Lake Board of Education approves establishing a Petty Cash Fund of \$1,500 on July 1, 2019 as per Board Policy.

H.RESOLVED to approve ASAP blinds to provide battery operated remote control shades for the library in the amount of \$ 3,743. This expense will be paid as part of the donations made by the PTO and SLED to the library project.

I. RESOLVED to approve Atlantic Flooring & Solar Window to provide LVT flooring- the entire library and carpet on the stairs and landing in an amount not to exceed \$21,000. This expense will be paid as part of the donations made by the PTO and SLED to the library project with a remaining amount of approximately \$ 4,500 to be paid by the Board of Education.

J. RESOLVED to approve Krystyna Domogala, as a second signatory on all of the TD Bank accounts.

RESOLVED: To approve, the School Business Administrator Report Items A-J:

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

Roll Call:

Yes-Mrs. Giblin	Yes-Mrs. Matuch	Yes- Mr. Worth
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VIII. Report

ADMINISTRATION

A. Report on Enrollment

HW Mountz	144 Students
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	12 Non-Residents
Manasquan High School	50 Students
<u>Other:</u> Special Education Out of District Monmouth County Vocational School Red Bank Regional	<u>Students</u> 11 10 4
Non-Public Transportation	87 students

- B. Class Trips - No Class Trips
- C. Use of Facilities - No requests

CURRICULUM/INSTRUCTION

- A. Update - Ms. Domogala

Ms. Domogala stated that preliminary test data had come in but needed to be reviewed by the teachers. She stated that the teachers were going to come in over the summer to review the scores and because they are preliminary, she is prohibited to give this information to parents. She also stated that scheduling is a work in progress.

PERSONNEL

- A. Professional Development Workshop and Travel Log:

Staff Member:	Date(s):	Description:	Registration Fee:	Travel Fees:	Est. Total:
Cheryl Salway	September 25, 2019	Monmouth County Vocational School District Counselor Breakfast	\$0	\$10	\$10
School District	2019-2020 school year	Regional Professional Development Academy	\$710.00		
Krystyna Domogala	2019-2020 school	Monmouth County	\$150.00		

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	year	Association of Directors of Special Education			
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B. Approval to hire Conor McCarthy as a summer Technology Assistant intern at the hourly rate of \$12 per hour and not to exceed 40 hours per week as budgeted in the 2019-2020 school district budget through August 31, 2019 pending criminal history clearance.

C. Approval to employ Krystyna Domogala as Acting Superintendent/Principal from the date that the Commissioner of Education approves the appointment until an Interim Superintendent/Principal is employed, at a per diem rate of \$ 118.44, that is in addition to the salary currently paid to Ms. Domogala to serve as Assistant Principal and Director of Student Services conditioned upon approval of the contract by the Monmouth County Executive Superintendent.

D. Approval for Matthew Tonzola, Linda Krebs and Lauren Marcus Feld to review OLSAT scores and address G&T responsibilities, not to exceed a total of two hours each at the SLEA CBA rate of \$34.36 per hour during the summer.

E. Approval for Karen Dettlinger, Jenna Grannick and Cheryl Salway to review test data and address student placement matters for a total of one hour at the SLEA CBA rate of \$34.36 during the summer.

F. Approval for Karen Dettlinger, Cheryl Salway, Laura Roberts and Mary Pearce to collaborate in master scheduling process during the summer, up to three hours each, at SLEA CBA rate of \$34.36.

G. Approval for Nancy Ritchey and Laura Roberts, payment up to one hour each, at the SLEA CBA rate of \$34.36 / hr for preparation and planning for Preschool and Kindergarten Orientation during the summer.

H. Approval for Mary Pearce and Laura Roberts to collaborate on the yearly activity / assembly schedule for a total of one hour each at the SLEA CBA rate of \$34.36 during the summer.

RESOLVED: To approve, Personnel Items A. -H.:

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

Roll Call:

Yes-Mrs. Giblin	Yes-Mrs. Matuch	Yes- Mr. Worth
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STUDENT SERVICES

A. Approval of Non-Resident Tuition Student

B. Approval of a Psychiatric Evaluation with Dr. Worth for SL resident, MHS student, at a

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cost of \$550 for evaluation / report.

RESOLVED: To approve, Student Services Items A-B:

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

Roll Call:

Yes-Mrs. Giblin	Yes-Mrs. Matuch	Yes- Mr. Worth
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POLICY

A. Strauss Esmay Policies Update - *Mr. Worth reported that all policies with the exception of three approved in April are up on the District's website.*

B. Ad Hoc Committee and Liaison Reports

1. Report from Liaison to NJSBA – *Mr. Worth stated a more formalized process for the future.*

2. Manasquan BOE Liaison - Vacancy

3. Report from Liaison to HWM PTA - *Mrs. Matuch reported no formal meetings have been held over the summer and that the library project is moving forward.*

4. Report from Liaison to Spring Lake Educational Foundation - Open

5. Report from Liaison to the Booster Club - *Mrs. Giblin reported that the Booster Club is definitely interested in cleaning up the locker rooms.*

6. Ad hoc Communication Committee - *Mrs. Matuch reported discussion of placing Board meetings on U-Tube.*

7. Ad hoc Future of Mountz Committee - *Mr. Worth reported the goal is to have a report by January 1, 2020.*

Demographic study request- *The committee wants an update to the study done a few years ago.*

Letter of introduction request -committee fact finding. *The committee wants to send a letter to several Districts in the area of similar size and socioeconomic status for their input as to how they are addressing declining enrollment.*

B. Committee Reports

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

The committee discussed potential surplus at June 30, 2019 and will make a decision as

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to t upon completion of the audit. Monthly finance meetings will be held and the budget process will be started sooner.

2. Building, Grounds, and Security - Mr. Worth

Mr. Worth commented on the water infiltration issue in the Pre-K room and that the Pre-K class has already been moved for September. We are working with the town engineer to develop a permanent solution to the problem and will report on the cost once they make their recommendation.

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

A meeting was held with the teachers to go over their needs for the new school year. Mr. Soto assured Mrs. Matuch that the Chromebooks would be ready for use by the first day of school.

4. Communications - Mrs. Matuch, Mrs. Giblin

A phone conference is scheduled with Blackboard to discuss an update and changes to the District's website.

5. Policy and Legislation - Mr. Worth

Mr. Worth commented that all policies have been updated by Straus Esmay and are on the District's website with the exception being the "Use of Facilities" policy. There will be a first reading of this policy in August.

RESOLVED: To approve, Policy and Committee Report Items A. and B.:

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

Roll Call:

Yes-Mrs. Giblin	Yes-Mrs. Matuch	Yes-Mr. Worth
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IX. Old Business- *Mrs. Giblin commented that most of the Board action list has been completed.*

X. New Business – *Mr. Worth gave an overview of the ongoing summer projects and that he is pleased with the responses he has received from everyone. He also complimented the work done by the Borough with the curbs and sidewalks.*

XI. Public Comment/Visitors- *Mrs. Shea asked about the timing of the launch of the new District website. Mrs. Matuch replied ideally about two weeks before the start of school. Meetings have been held every Friday to keep moving forward and while the site is in transition, it will always be up. Mrs. Lynch asked what information could be shared about the Superintendent's search. Mr. Worth explained what services a search firm will provide and that the Board is currently reviewing all resumes that have been received.*

XII. Executive Session- Items discussed in Executive Session may result in Board action when the

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Board convenes 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 in 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 July 22, 2019 at: 7:55 p.m. 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:

- 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
- 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 MAY be taken on any of the items stated above.

On motion by to enter Executive Session at 7:55 p.m. by Mr. Worth, and seconded by Mrs. Giblin:

Roll Call:

Yes-Mrs. Giblin	Yes-Mrs. Matuch	Yes- Mr. Worth
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On motion by to exit Executive Session at 8:45 p.m. by Mr. Worth, and seconded by Mrs. Giblin:

Roll Call:

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Yes-Mrs. Giblin	Yes-Mrs. Matuch	Yes- Mr. Worth
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XIII. Adjourn

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

Roll Call:

Yes- Mrs. Giblin	Yes-Mrs. Matuch	Yes- Mr. Worth
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The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Denise McCarthy