

**SHREWSBURY BOROUGH BOARD OF EDUCATION
SHREWSBURY, NEW JERSEY
REGULAR MEETING
THURSDAY, DECEMBER 13th, 2018
MINUTES**

1.0 Opening Procedures

1.1 Call to order – 7:02 p.m.

1.2 Flag salute

1.3 Opening Statement

“Public notice of this was emailed to the Asbury Park Press on October 18, 2018 in accordance with the Open Public Meetings Act PL 1975 CH 231, effective January 16, 1976. Notice has been posted in the Fern Ross entrance and Bell Foyer entrance to Shrewsbury Borough School. A copy of this notice is also on file in the office of the Borough Clerk.”

1.4 Roll Call:

Mrs. Barber	Mr. Sweeney
Mrs. Carroll - Arrived 7:30 p.m.	Mrs. Laughlin - Absent
Mrs. Gourley-Thompson - Arrived 7:20 p.m.	Mrs. Hemel
Mrs. Groom	Mr. MacConnell, Superintendent
Mrs. Hepburn-Goldberg - Absent	Ms. Avento, Business Administrator
Mrs. Montgomery	

1.5 Mission Statement

The mission of the Shrewsbury Borough School District, a system built on successful cooperation among family, school and community, is to prepare all students to achieve excellence and to become responsible citizens through rigorous educational programs consistent with the New Jersey Student Learning Standards and which respect individual differences and diversity. Students will be prepared to meet the challenges presented in the regional high school and the world beyond.

2.0 Closed Executive Session

2.1 It was motioned by Mrs. Groom, seconded by Mrs. Montgomery, to move into Closed Executive Session at 7:04 p.m. to discuss confidential personnel matters or Board Business and/or matters of attorney/client privilege and/or matters of litigation and/or negotiations or contractual matters from which the public may be excluded. Minutes of this meeting will be made available to the public when the need for confidentiality no longer exists.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll				X	
Mrs. Gourley-Thompson				X	
Mrs. Groom	X				
Mrs. Hepburn-Goldberg				X	
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Laughlin				X	
Mrs. Hemel	X				

On a voice vote, five (5) members voted yes, four (4) members were absent.

- 2.2 It was motioned by Mrs. Groom, seconded by Mrs. Gourley-Thompson, to reconvene into public session at 7:55 p.m.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll	X				
Mrs. Gourley-Thompson	X				
Mrs. Groom	X				
Mrs. Hepburn-Goldberg				X	
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Laughlin				X	
Mrs. Hemel	X				

On a voice vote, seven (7) members voted yes, two (2) members were absent.

3.0 Communications ~ There were no Communications.

4.0 Public Participation ~ Agenda Items Only – There was no public participation.

5.0 Superintendent’s Report ~ Mr. MacConnell

5.1 Superintendent’s Report

- Thank you to all who donated for the Thanksgiving donations. The school collected over 40 turkeys and also sent many food donations to the Red Bank Food Bank on Tuesday, November 20th.
- Thank you to the Shrewsbury Youth Athletic Association for the donation of the Basketball Uniforms.
- The annual Breakfast with Santa was held on December 2nd at the Shrewsbury Firehouse. Thank you to all who came out and supported this fun morning.

5.1 Superintendent's Report Continued:

- Author Day was held on Thursday, December 6th for the students. Annie Silvestro was our guest author for the day.
- The Shrewsbury Police Department will be presenting to the 6th – 8th Grade Students “Dangers of Sexting Presentation” on various dates and times for each of the boys and girls in each grade. Please look at Month at a Glance for the dates and times for each grade.
- On Thursday, December 6th the SPTA ran an event fundraiser with Barnes and Noble at the Monmouth Mall. Staff members were able to read to the students at designated times. Gift wrapping was provided by the SPTA for books that were purchased.
- The SPTA sponsored Thunderbird American Indian Dancers on Friday, December 7th at 10:00 AM for the Pre-K – 4th Grade Students in the gym.
- On Friday, December 14th the Shrewsbury PBA will be holding a Movie Night in the Media Center. The movie they will be showing is Disney Incredibles 2 at 7:00 PM.
- On Wednesday, December 19th the Winter Concert will be held with two performances at 8:45 AM and again at 7:00 PM by the following grades: Kindergarten, 1st Grade, 2nd Grade, 3rd Grade and the 4th Grade along with the SBS String students, Chorus and Concert Band.
- Warning Notices will be published for Marking Period 2 in the portal on Thursday, December 20th at 3:00 PM
- Please be reminded that Friday, December 21st is a 12:30 dismissal day for the Holiday and school is closed Monday, December 24th – Tuesday, January 1st and will reopen on Wednesday, January 2nd.
- Wednesday, January 9th, January 23rd and January 30th are 2:00 Dismissal Days for SAIL Activity Day.
- MAP Testing will be held in January for Kindergarten – 2nd grade students.
- On Monday, January 7th the 4th – 8th Grade Geography Bee will be held at 8:45 AM in the gym.
- The Ski SBS Ski & Snowboard Trip is scheduled to Shawnee Mountain on Saturday, January 12th. The students are looking forward to another wonderful trip.
- The School-Wide Spelling Bee will be held on Friday, January 18th at 9:15 AM in the gym.
- Our next Homework Free Weekend will be on Friday, January 18th
- School will be closed on Monday, January 21st for Martin Luther King's Day.
- I would like to take this opportunity to wish all families and staff a Very Happy and Safe Winter Holiday Season!

It was motioned by Mrs. Montgomery, seconded by Mrs. Gourley-Thompson, to approve items 5.2 through 5.3 as amended:

- 5.2 Recommend that the Board of Education approve the District HIB Report for the month of November 2018.
- 5.3 Recommend the Board of Education approve the NJQSAC District Performance Review - School Year 2018-2019 Declaration Page for the 2018-2019 school year.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll	X				
Mrs. Gourley-Thompson	X				
Mrs. Groom	X				
Mrs. Hepburn-Goldberg				X	
Mrs. Montgomery	X				
Mr. Sweeney			5.2		
Mrs. Laughlin				X	
Mrs. Hemel	X				

On a voice vote, seven (7) members voted yes, two (2) members were absent, one (1) member abstained on item 5.2.

6.0 Business Administrator’s Report ~ Ms. Avento

It was motioned by Mrs. Hemel, seconded by Mrs. Gourley-Thompson, to approve items 6.1 through 6.2 as amended:

6.1 Recommend that the Board of Education approve the following minutes as amended:

6.1.1 Regular Meeting Minutes, November 14th, 2018

6.1.2 Executive Session Meeting Minutes, November 14th, 2018

6.2 Recommend that the Board of Education approve the following Board Meeting Schedule/notice for the remainder of the 2018-2019 school year as follows:

Whereas notice is hereby given that pursuant to the "Open Public Meetings Act", PL 1975 Chapter 231, the Shrewsbury Borough Board of Education of the Shrewsbury Borough School District does herewith announce its schedule of meetings to be held during the period from January 2nd, 2019 to the next Reorganization Meeting.

Regular (Public) Meetings will be held on the third Tuesday of each month, except for the Reorganization Meeting in January 2019 which will be held on the 1st Wednesday and the Regular Session Meeting also in January 2019 which will be held on the 4th Tuesday. No Regular Meeting will be held in July 2019. The Board Reorganization Meeting will convene at 7:00 p.m. Regular meetings will convene at 7:30 p.m. in the Media Center of the Shrewsbury Borough School with a Closed Executive Session and the Public portion of the meeting to convene at 8:00 p.m., except for the March, April, May and November when Regular Board meetings will begin at 7:00 p.m. with a closed Executive Session and an 7:30 p.m. public session and be held in the Fern Ross Gymnasium. The purpose of the meetings is to act on all agenda items and any other business to come before the Board.

NOW, THEREFORE BE IT RESOLVED, that the Business Administrator is hereby directed to advertise, post and maintain a copy of this resolution on the bulletin board at the Bell Entrance and the Fern Ross entrance and shall file a copy of same in the office, as well as in the office of the Borough Clerk of the Borough of Shrewsbury, and to forward copies to the Asbury Park Press and the Hub newspapers.

NOTICE OF MEETING

NOTICE is hereby given that the Shrewsbury Board of Education will hold its annual Board Reorganization on **Wednesday**, January 2nd, 2019 at 7:00 p.m. The Shrewsbury Borough Board of Education has formally adopted the 2019 meeting schedule of meetings as follows:

2019 Regular Meetings

Wednesday, January 2nd, 2019 – Reorganization Meeting
 Tuesday, January 22nd, 2019
 Tuesday, February 19th, 2019
 Tuesday, March 19th, 2019
 Tuesday, April 16th, 2019
 Tuesday, May 21st, 2019
 Tuesday, June 18th, 2019

2019 Regular Meetings

July – No Meeting
 Tuesday, August 20th, 2019
 Tuesday, September 17th, 2019
 Tuesday, October 15th, 2019
 Tuesday, November 19th, 2019
 Tuesday, December 17th, 2019

The Board Reorganization Meeting will convene at 7:00 p.m. Regular meetings will convene at 7:30 p.m. in the Media Center of the Shrewsbury Borough School with a Closed Executive Session and the Public portion of the meeting to convene at 8:00 p.m., except for the March, April, May and November when Regular Board meetings will begin at 7:00 p.m. with a closed Executive Session and an 7:30 p.m. public session and be held in the Fern Ross Gymnasium. The purpose of the meetings is to act on all agenda items and any other business to come before the Board.

In the event of a change in the schedule or location of a meeting, proper notification will be sent to the newspaper and the appropriate notices will be posted.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll			6.1		
Mrs. Gourley-Thompson	X				
Mrs. Groom	X				
Mrs. Hepburn-Goldberg				X	
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Laughlin				X	
Mrs. Hemel	X				

On a voice vote, seven (7) members voted yes, two (2) members were absent, one (1) member abstained on item 6.1.

7.0 Facilities Committee ~ Mr. Sweeney

7.1 Committee Report

Mr. Sweeney reported that the Committee met on December 13, 2018 and reviewed the following:

- Parking lot safety
- Status of Direct Install Program

8.0 Finance Committee ~ Mr. Sweeney

8.1 Committee Report

Mr. Sweeney reported that the Committee met December 13th, 2018 and reviewed the bills and claims, discuss budget strategies & current status of the budget and year end procedures, reviewed ongoing state directives and the items listed below:

It was motioned by Mr. Sweeney, seconded by Mrs. Groom, to approve items 8.2 through 8.10 as amended:

8.2 Recommend that the Board of Education approve the following bills:

November 2018 Payroll – 2 nd half	\$ 250,693.72
December 2018 Payroll – 1 st half	\$ 258,376.74
December 2018 Bills and Claims	<u>\$ 129,897.41</u>
	\$ 638,967.87

8.3 Recommend that the Board of Education approve the following transfers within the 2018-2019 General Fund as amended:

<u>FROM</u>	<u>AMOUNT</u>	<u>TO</u>	<u>AMOUNT</u>
11-000-223-610-01 Pd. Supplies	\$1,500	11-000-223-390-01 Pd. Purch. Prof. Svc.	\$1,594
11-000-223-590-01 Pd. District Workshops Rcl for Add'l Funds Needed	\$ 94		
11-000-291-250-01 District Unemployment Rcl for Add'l Funds Needed	\$1,650	11-000-262-590-01 District Insurance	\$1,650
11-000-230590-01 District Insurance Rcl for Add'l Funds Needed	\$1,000	11-000-230-592-02 Advertising	\$1,000

8.4 Pursuant to N.J.A.C. 6:20-2.13(e), I certify that as of November 30th, 2018, after review of the appropriations section of the monthly financial reports and upon consultation with appropriate district officials, to the best of my knowledge no major account or fund has been overextended in violation of 6A:23-2.11(c)(3) and 6A:23-2.11(c)(4) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

 Debora Avento

 Date

8.5 Recommend that the Board Secretary's Report for the month of October 2018 with the respective Treasurer's Report be accepted, filed for audit, attached to, and made part of the official minutes of this meeting.

8.6 Recommend that the Board of Education approve Diane Ames for an Occupational Therapy Evaluation for student #5977 in the amount of \$350 for the 2018-2019 school year.

- 8.7 Recommend that the Board of Education approve Developmental Pediatrics of Central New Jersey for a Comprehensive Neurodevelopmental Assessment for student #6482 in the amount of \$500 for the 2018-2019 school year.
- 8.8 Recommend that the Board of Education motion to approve student #7031 for an out of district placement with the Middletown Township School District for the tuition of \$25,564 for the 2018-2019 school year.
- 8.9 Recommend that the Board of Education approve Developmental Pediatrics of Central New Jersey for a Comprehensive Neurodevelopmental Assessment for student #7030 in the amount of \$500 for the 2018-2019 school year.
- 8.10 Recommend that the Board of Education approve Developmental Pediatrics of Central New Jersey for a Comprehensive Neurodevelopmental Assessment for student #7027 in the amount of \$500 for the 2018-2019 school year.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll	X				
Mrs. Gourley-Thompson	X				
Mrs. Groom	X				
Mrs. Hepburn-Goldberg				X	
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Laughlin				X	
Mrs. Hemel	X				

On a roll call vote, seven (7) members voted yes, two (2) members were absent.

9.0 Curriculum Committee ~ Mrs. Barber

9.1 Committee Report

Mrs. Barber reported that the Curriculum Committee met on December 5th, 2018 and discussed the following:

- Change of PARCC to New Jersey Student Learning Assessments, testing days from (seven) 7 to (five) 5 and now held in May.
- Approval of 2019 District’s Professional Development Plan.
- Spanish Program using VOCES Program

It was motioned by Mrs. Barber, seconded by Mr. Sweeney, to approve item 9.2 through 9.4 as amended:

- 9.2 Recommend that the Board of Education approve the following field trip at no cost to the Board of Education for the 2018-2019 school year. All costs to be paid by students and/or students and SPTA:

9.2 Continued:

Class/Group: SBS Ski & Snowboard Club
Destination: Shawnee Mountain Ski Area
Date(s): January 12th, 2019
Cost of Trip: \$2,000
Cost of Transportation: \$1,449

Class/Group: Kindergarten
Destination: Monmouth Museum
Date(s): April 10th, 2019
Cost of Trip: \$7 per student, \$28 per Teachers/Parents
Cost of Transportation: \$225

Class/Group: 3rd Grade
Destination: Poricy Park
Date(s): May 14th, 2019
Cost of Trip: \$975
Cost of Transportation: \$400

Class/Group: 5th Grade
Destination: Liberty Science Center
Date(s): May 23rd, 2019
Cost of Trip: \$638.25
Cost of Transportation: \$550

Class/Group: 6th Grade
Destination: PEEC (Pocono Environmental Education Ctr.)
Date(s): May 13th to May 15th, 2019
Cost of Trip: \$13,181
Cost of Transportation: \$ 4,460

Class/Group: 7th Grade
Destination: New York
Date(s): May 15th, 2019
Cost of Trip: \$12,800
Cost of Transportation: Transportation included in the cost of trip

Class/Group: 8th Grade
Destination: Washington, DC
Date(s): May 29th to May 31st, 2019
Cost of Trip: TBD
Cost of Transportation: Transportation included in the cost of the trip

9.3 Recommend the Board of Education approve the Shrewsbury Borough School District's 2018-2019 Professional Development Plan.

9.4 Recommend that the Board of Education approve the following professional development for travel reimbursement expenditures at the state rate of .31 cents per mile for the 2018-2019 school year as listed:

9.4 Continued:

<u>Staff Member</u>	<u>Program/ Workshop/Training</u>	<u>Date</u>	<u>Estimated Mileage</u>	<u>Cost</u>
Melissa Dura	NJ Kindergarten Conf.	2/25/19	\$ 51.59	\$244.00
Laura Gammoh	NJ Kindergarten Conf.	2/25/19	\$ 55.56	\$244.00
Staci Fox	Mindfulness in Classroom	1/28/19	\$ 4.16	\$199.00
Mary Ellen Phillips	MC3 Winter Summit	1/11/19	\$ 4.22	\$0
Jill Gindi	MC3 Winter Summit	1/11/19	\$ 1.05	\$0
Cate Moore	MC3 Winter Summit	1/11/19	\$ 2.79	\$0
Staci Fox	MC3 Winter Summit	1/11/19	\$ 4.46	\$0
Laura Ehlers	Liberty Science Center	1/29-30/19	\$102.32	\$0
Kristen Haycook	Liberty Science Center	1/29-30/19	\$ 92.02	\$0
Valerie Chervenak	NJAJPERD	2/26/19	\$ 4.62	\$ 75.00
Michael Pettit	NJAJPERD	2/26/19	\$ 13.20	\$ 75.00
Jessica Wakula	PD – Forrestdale School	1/16/19	\$ 1.73	\$100.00
Jessica Wakula	NJ Elks Anti Bullying Conf	1/31/19	\$ 1.92	\$ 50.00
Marissa Shaheen	NJ Elks Anti Bullying Conf	1/31/19	\$ 4.16	\$ 50.00
Kathleen Fitzpatrick	RBR CST Articulation	1/23/19	\$ 1.67	\$0
Staci Fox	RBR CST Articulation	1/23/19	\$ 3.35	\$0
Roseanne Ansell	RBR CST Articulation	1/23/19	\$ 1.74	\$0
Kristina Stokhamer	RBR CST Articulation	1/23/19	\$ 1.74	\$0
Sun Mi Kim	Monthly Prof Mentorship	1/18, 2/15, 3/15, 4/?, 5/10, 6/7	\$ 0	\$0
Laura Kaplan	Yoga/Wellness in Classroom	1/28/19	\$ 4.93	\$199.99
Debi Avento	Supervisory Seminar	1/18/19	\$ 0	\$199.00

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll	X				
Mrs. Gourley-Thompson	X				
Mrs. Groom	X				
Mrs. Hepburn-Goldberg				X	
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Laughlin				X	
Mrs. Hemel	X				

On a roll call vote, seven (7) members voted yes, two (2) members were absent.

10.0 Personnel Committee ~ Mrs. Laughlin

10.1 Committee Report

Mrs. Hemel reported for Mrs. Laughlin that the Personnel Committee met on December 12th, 2018 and discussed matters of a confidential nature.

It was motioned by Mrs. Groom, seconded by Mrs. Barber, to approve item 10.2 through 10.10 as amended:

- 10.2 Recommend the Board of Education approve the revised contract for Roseanne Ansell for the 2018-2019 school year.
- 10.3 Recommend the Board of Education approve Mary Ellen Phillips at the extra-curricular rate of \$40.57 per hour, not to exceed two (2) hours for a total of \$81.14 to prepare and present a Title I Parent Presentation for the 2018-2019 school year.
- 10.4 Recommend the Board of Education approve Mary Ellen Phillips and Jill Gindi at the extra-curricular rate of \$40.57 per hour, not to exceed two (2) hours for a total of \$81.14 each to prepare and present a Foundations Parent Presentation for the 2018-2019 school year.
- 10.5 Recommend the Board of Education rescind the appointment of Gregorio Quinones as Maintenance Employee as of November 26, 2018 for the 2018-2019 school year.
- 10.6 Recommend the Board of Education approve Melissa Struzek, Lunch Aide at the hourly rate of \$10.00 per hour for the 2018-2019 school year.
- 10.7 Recommend the Board of Education approve Samantha Bremekamp as the Ted Ed Club Advisor at the stipend rate of \$1,425 for the 2018-2019 school year to be paid by the Foundation for Shrewsbury Education.
- 10.8 Recommend the Board of Education approve Samantha Bremekamp as the Young Innovators Club Advisor at the stipend rate of \$1,425 for the 2018-2019 school year to be paid for by the Foundation for Shrewsbury Education.
- 10.9 Recommend the Board of Education approve Eleni Katsaros as Elementary Long Term Substitute at the rate of \$ 85.00 per day for days 1-20 and the prorated rate of BA/1 \$51,370 for days 20+ to begin on or around January 2, 2018 for the 2018-2019 school year.
- 10.10 Recommend the Board of Education approve the following substitute teacher for the 2018-2019 school year: Megan Berbrick

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll	X				
Mrs. Gourley-Thompson	X				
Mrs. Groom	X				
Mrs. Hepburn-Goldberg				X	
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Laughlin				X	
Mrs. Hemel	X				

On a roll call vote, seven (7) members voted yes, two (2) members were absent.

11.0 Policy ~ Mrs. Hepburn-Goldberg

11.1 Committee Report:

Mrs. Hemel reported for Mrs. Hepburn-Goldberg that the Policy Committee met on December 3rd, 2018 and discussed the following:

It was motioned by Mrs. Gourley-Thompson, seconded by Mrs. Groom, to approve item 11.2 as listed:

11.2 Recommend the Board of Education approve the Policies and Regulations listed below for 1st and 2nd Reading for the 2018-2019 school year:

- Policy # 3130 - Assignment & Transfer
- Policy # 3224 - Evaluation of Principals, Vice Principals and Assistant Principals(M)
- Regulation # 3224 - Evaluation of Principals, Vice Principals and Assistant Principals (M)
- Regulation # 4212 - Support Staff Attendance

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll	X				
Mrs. Gourley-Thompson	X				
Mrs. Groom	X				
Mrs. Hepburn-Goldberg				X	
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Laughlin				X	
Mrs. Hemel	X				

On a roll call vote, seven (7) members voted yes, two (2) members were absent.

12.0 School and Community Relations ~ Mrs. Groom

12.1 Committee Report

Mrs. Groom reported that the Committee met on December 6, 2018 and discussed the following:

- VIP Lunch March 12-15, 2019.
- Homework discussion February 7, 2019.
- Plaque from The Rivalry Series.
- Recognition from NJ Safe Routes to School.
- Letters of thanks for Veteran's Day Assembly.

13.0 Old Business ~ There is no old business.

14.0 New Business ~ Mrs. Gourley-Thompson reported that the Committee did not meet this month.

15.0 Public Participation ~ There was no public participation.

16.0 President’s Comments ~ Mrs. Hemel

Mrs. Hemel thanked everyone for coming out to attend the December 13, 2018 Board of Education meeting. Even though our VP, Mrs. Mary Ellen Laughlin, was not in attendance, she thanked her for her 5 + years of service, dedication and commitment to serve on the BOE. She will be missed. Mrs. Hemel is honored to serve as the School Board President. She noted that even if the Board cannot respond directly to any comments and concerns at the time of the meeting, all input is taken and discussed on a committee level. She thanked her fellow Board Members, Board Secretary, Board Office and Superintendent for all of their dedication, hours and commitment that is given to make SBS such a special place. She wished everyone a very Merry Christmas and a happy, healthy and safe New Year and winter holiday break. The next Board meeting will be Wednesday, January 2nd at 8:00 p.m.

17.0 Adjournment

17.1 It was motioned by Mr. Sweeney, seconded by Mrs. Groom, to adjourn the meeting at 8:17 p.m.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll	X				
Mrs. Gourley-Thompson	X				
Mrs. Groom	X				
Mrs. Hepburn-Goldberg				X	
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Laughlin				X	
Mrs. Hemel	X				

On a voice vote, seven (7) members voted yes, (2) members were absent.

Respectfully Submitted,

Debi Avento
Business Administrator/Board Secretary