

**OCEAN TOWNSHIP BOARD OF EDUCATION  
WARETOWN, NEW JERSEY  
MEETING AGENDA  
MARCH 13, 2023**

**Regular Meeting 6:15 p.m.**

**Call to Order:**

**Pledge to the Flag**

**Open Public Meetings Act:**

This is to advise the general public that in compliance with the Open Public Meetings Act, the Ocean Township Board of Education caused to be posted at the Office of the Board of Education located at 64 Railroad Avenue, Waretown, NJ and emailed on January 10, 2023 to the Asbury Park Press, Atlantic City Press and to the Office of the Municipal Clerk of Ocean Township, a meeting notice setting forth the time, date and location of this meeting.

**Roll Call:**

Mr. Eberenz \_\_\_\_\_ Mr. Tart \_\_\_\_\_ Mrs. Zuzic \_\_\_\_\_ Dr. Denning, Jr. \_\_\_\_\_

**Open Public Forum: Agenda Items Only**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, to open public forum.

**Roll Call:**

Mr. Eberenz \_\_\_\_\_ Mr. Tart \_\_\_\_\_ Mrs. Zuzic \_\_\_\_\_ Dr. Denning, Jr. \_\_\_\_\_

**Limit two (2) minutes (Board Policy #0167)**

**Close Public Forum:**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to close public forum.

**Roll Call:**

Mr. Eberenz \_\_\_\_\_ Mr. Tart \_\_\_\_\_ Mrs. Zuzic \_\_\_\_\_ Dr. Denning, Jr. \_\_\_\_\_

**Educational and Community Highlights: Presentation - Ms. Odgers & the 6th Grade Broadcast Team**

**Committee Reports:**

**Correspondence:**

**Minutes:**

B1. Motion to accept the minutes of the following Board of Education Meetings:

- Regular Meeting for February 13, 2023
- Special Meeting for March 6, 2023

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_.

**Roll Call:**

Mr. Eberenz \_\_\_\_\_ Mr. Tart \_\_\_\_\_ Mrs. Zuzic \_\_\_\_\_ Dr. Denning, Jr. \_\_\_\_\_

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**FINANCIAL**

Motion to approve the following – (see attached)

- B2. **Warrants for Payment** – Mar 2023
- B3. **Budget Transfers** – Jan 2023
- B4. **Certification of the Budget Report** – Jan 2023
- B5. **Secretary's Report**- Jan 2023
- B6. **Treasurer's Report** – Jan 2023
- B7. **Tax Levy Payment** - Feb 2023
- B8. **Approval of Tentative Budget 2023-2024 School Year**

The Superintendent recommends approval to adopt the Tentative Budget for 2023-2024 School Year:

BE IT RESOLVED that the tentative budget be approved for the 2023-2024 school year using the 2023-2024 school year state aid figures and the School Business Administrator/Board Secretary be authorized to submit the tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline, as follows:

		General Fund	Special Revenue	Debt Service	TOTAL
2023-2024 Total Expenditures		\$17,109,728	\$2,191,074	\$704,875	\$20,005,677
Less: Anticipated Revenues		\$3,466,146	\$2,191,074	\$299,993	\$5,957,213
Taxes to be Raised		\$13,643,582	0 -	\$404,882	\$14,048,464

And to advertise said tentative budget in the Asbury Park Press in accordance with the form required by the State Department of Education and according to law; and

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BE IT FURTHER RESOLVED, that a public hearing be held at the Frederic A. Priff School Library located at 139 Wells Mills Road, Waretown on May 8, 2023 at 6:15 p.m. for the purpose of conducting a public hearing on the budget for the 2023-2024 school year.

**Appropriation of Fund Balance**

BE IT RESOLVED that the Board of Education includes in the final budget an appropriation of fund balance in the amount of \$1,301,731.

**Adjustment for Health Care Costs**

BE IT RESOLVED that the Board of Education includes in the final budget the adjustment for increased costs of health benefits in the amount of \$206,619. The additional funds will be used to pay for the additional increases in health benefit premiums.

**Maintenance Reserve Withdrawal**

BE IT RESOLVED that as per N.J.A.C. 6A:23A-14.2(d) the general fund appropriations include a \$150,000 withdrawal from the Maintenance Reserve Account for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan (CMP) pursuant to N.J.A.C. 6A:26-20.5.

**Maximum Travel**

Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

BE IT RESOLVED that the Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$45,000 for 2023-2024 school year. The maximum travel expenditure amount for 2022-2023 school year is \$45,000, of which, \$58.93 has been spent and \$32.57 is encumbered as of March 9, 2023.

**Travel and Related Expense Reimbursement**

WHEREAS, The 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, N.J.A.C. 6A:23A Subchapter 7 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, a board of education may establish, for regular district business travel only, an annual school year threshold of \$1,000 per staff member or district board of education 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);

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AND, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 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 BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 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 includes in the tentative budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$45,000 for all staff and board members for 2023-2024 school year.

The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

- B9. **Acceptance of 2021-2022 School Year Audit** - to accept the Annual Comprehensive Financial Report and the Auditor's Management Report for the school year ending June 30, 2022 prepared by the firm Robert A. Hulsart and Company, LLP. There are no findings or recommendations in this audit. The audit and all required supplemental materials will be filed with the NJ Department of Education and other regulatory agencies prior to the filing deadline of March 17, 2023.
- B10. **PEA Submission** - to approve the Preschool Education Aid (PEA) Budget workbook and narrative for the 2023-2024 school year and authorize the submission to the NJ Department of Education.
- B11. **Federal Grant Amendment** - to approve the submission of amendments for the following Federal Grants to the NJ Department of Education:
- CRRSA ESSER II
  - American Rescue Plan - ESSER

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_.

**Roll Call:**

Mr. Eberenz \_\_\_\_\_ Mr. Tart \_\_\_\_\_ Mrs. Zuzic \_\_\_\_\_ Dr. Denning, Jr. \_\_\_\_\_

**Superintendent's Report:** Motion to approve the following, on recommendation of the Superintendent:

- **S1. Report of the Superintendent.**
- **S2. Staff Reports:**

Principal's Report	Extended Day Report
Special Education Report	Facilities Manager Report
Transportation Liaison's Report	Nurses's Reports
Staff Attendance Report	Counselor's Reports
Student Attendance Reports	

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- **S3. Building & Field Use:**

- Priff Student Council     Priff All-Purpose Room – Wednesday, 5/24/2023 - Variety Show - 5:30PM-8:00PM

- **S4. Special Education:**

The following independent providers for Child Study Team and Intervention and Referral Service evaluation purposes:

Bonnie M. Nelson-Learning Disability Teacher/Consultant

Rates:

Comprehensive Educational Evaluation and Report:	\$375.00
Hourly rate (CST meetings):	\$85.00/hr

Educational Specialized Associated LLC

Rates:

ED/PSYCH/SP/OT/PT EVAL's:	\$500.00
Psychoeducational/Neurological/Psychiatric EVAL's:	\$800.00
Social History EVAL:	\$375.00
Dyslexia Screening:	\$600.00
FBA Assessment:	\$700.00
Bilingual Parent Report Summary	+\$100.00

- **S5. Professional Development:**

- Staff Member: Suzanne Kelly  
Workshop: NJSHA Convention  
Destination: Long Branch  
Date: 4/21/23 & 4/22/23  
Estimated Cost of Workshop: \$255.00  
Estimated Total Mileage/Tolls: \$63.56  
Purpose: To attend workshops relevant to enhancing student's speech and language skills in the school setting.
- Staff Member: Gina LaHaye  
Workshop: NJSHA Convention  
Destination: Long Branch  
Date: 4/21/23 & 4/22/23  
Estimated Cost of Workshop: \$255.00  
Estimated Total Mileage/Tolls: \$63.56  
Purpose: To attend workshops relevant to enhancing student's speech and language skills in the school setting.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_.

Mr. Eberenz \_\_\_\_\_ Mr. Tart \_\_\_\_\_ Mrs. Zuzic \_\_\_\_\_ Dr. Denning, Jr. \_\_\_\_\_

**Personnel/Instruction:** Motion to approve the following, on recommendation of the Superintendent:

- **P1. Leave Replacement Staff:**

- Contract extension for Mary Ferraiuolo as a leave replacement teacher for the 2022-2023 school year, effective March 18, 2023 through April 28, 2023. Salary based on Step A of the W.E.A. Contract Guide at \$54,677.00 (prorated).

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● **P2. Employments:**

- o Lisa Dreher as an after school tutor, up to 3 hours/week each, for a 3rd grade student and a 5th grade student beginning February, 2023 at the W.E.A. contracted rate of \$44.00 per hour.
- o Elizabeth Arroyo as a part-time (3.25 hours/day) instructional assistant for the remainder of the 2022-2023 school year effective March 14, 2023. Salary based on Step 1 of the current W.E.A. Contract Guide at \$10,734.56 (\$17.95/hour) (prorated).
- o Karissa Reinhold as a part-time (3.25 hours/day) instructional assistant for the remainder of the 2022-2023 school year effective March 14, 2023. Salary based on Step 1 of the current W.E.A. Contract Guide at \$10,734.56 (\$17.95/hour) (prorated).
- o Louis Rossino as an after school club advisor for the WES 2nd Grade Chess Club for the 2022-2023 school year to be funded by Municipal Alliance..

● **P3. Extended Day Program (Latchkey):**

- o The Waretown Extended Day Program employment of the following assistants for the 2022-2023 school year: Angela Bezak\*; Amy Saranczak; Amanda Harrison.

● **P4. Leave of Absence** (see attached):

- o An extended unpaid leave of absence for Sarah Brady from March 18, 2023 through April 30, 2023.

● **P5. Substitutes:**

- o Teacher substitute for the 2022-2023 school year at the established rate – Michelle Wood\*.
- o Instructional Assistant substitutes for the 2022-2023 school year at the established rate – Carmen Romero\*; MaryCate Ballantine\*; Michelle Wood\*; Heather Santiago\*.
- o Lunch/Recess Assistant substitute for the 2022-2023 school year at the established rate – MaryCate Ballantine\*.
- o Custodian substitute for the 2022-2023 school year at the established rate – Carmine Auletta.

\*pending completion of paperwork

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_.

Mr. Eberenz \_\_\_\_\_ Mr. Tart \_\_\_\_\_ Mrs. Zuzic \_\_\_\_\_ Dr. Denning, Jr. \_\_\_\_\_

**Policy/Regulation:** Motion to approve the following, on recommendation of the Superintendent:

● **PR1. New/Revised Policies & Regulations: (Second Reading)**

- o #2423 Bilingual and ESL Education – Policy & Regulation
- o #5200 Attendance - Policy & Regulation
- o #5337.1 Therapy Animals - Policy
- o #8140 Student Enrollments/Enrollment Accounting – Policy/Regulation
- o #8330 Student Records - Policy & Regulation
- o #8420.2 Bomb Threats - Regulation
- o #8420.7 Lockdown Procedures - Regulation
- o #8420.10 Active Shooter - Regulation

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to open public forum.

**Roll Call:**

Mr. Eberenz \_\_\_\_\_ Mr. Tart \_\_\_\_\_ Mrs. Zuzic \_\_\_\_\_ Dr. Denning, Jr. \_\_\_\_\_

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***FYI ~ Additional Staff Attending Workshops***

<b><u>Name</u></b>	<b><u>Workshop</u></b>	<b><u>Date</u></b>	<b><u>Cost</u></b>
A. Harrison*; A. Vega*; A. Cute*	CPI Training	3/01 & 02/23	-0-
D. Ball	Hidden Dangers & Tips for Inclusion on Autism	3/11/23	-0-
A. Phillips	Responding to School Bomb Threats	3/16/23	-0-
D. Ball; L. Eberenz	OCSCA Good Ideas Conference	3/24/23	-0-
D. Bridger*; M. Kern*; M. Van Luvender*.	How to Write G & O's Using ABLLS/VB Map	3/24/23	-0-
L. Dreher*	Ocean County Math League	5/19/23	-0-
S. Stanley	Summit Education Core 100/OT	Online	-0-

\*substitute needed

**Open Public Forum:**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to open public forum.

**Roll Call:**

Mr. Eberenz \_\_\_\_\_ Mr. Tart \_\_\_\_\_ Mrs. Zuzic \_\_\_\_\_ Dr. Denning, Jr. \_\_\_\_\_

**Limit two (2) minutes (Board Policy #0167)**

**Close Public Forum:**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to close public forum.

**Roll Call:**

Mr. Eberenz \_\_\_\_\_ Mr. Tart \_\_\_\_\_ Mrs. Zuzic \_\_\_\_\_ Dr. Denning, Jr. \_\_\_\_\_

**Board Comments:**

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**Executive Session**

Motion to move into Executive Session at \_\_\_\_\_ pm

The Board will be in Executive Session for approximately \_\_\_\_\_ minutes and the Board \_\_\_\_\_ does or \_\_\_\_\_ does not anticipate action upon return to the public session.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ WHEREAS, N.J.S.A. 10:4-12b, known as the Open Public Meetings Act, provides that a public body may not exclude the public from any meeting to discuss any matter described therein until the public body has first adopted a Resolution; and

WHEREAS, the Ocean Township Board of Education has determined that the following items must be discussed in executive session and that the public must be excluded from said deliberations; and

WHEREAS, the Ocean Township Board of Education has determined that the subject matter of the executive session discussion falls within those matters described in subsection 7b of the Open Public Meeting Act.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE OCEAN TOWNSHIP BOARD OF EDUCATION, that:

It is recommended that the Board of Education, by resolution, adjourn to Executive Session, from which the general public is excluded, to discuss:

- ☒ Student Matters -
- ☒ Personnel –
- ☐ Negotiations –
- ☐ Security –
- ☐ Attorney/Client Privilege –
- ☐ Other: \_\_\_\_\_

**Roll Call:**

Mr. Eberenz \_\_\_\_\_ Mr. Tart \_\_\_\_\_ Mrs. Zuzic \_\_\_\_\_ Dr. Denning, Jr. \_\_\_\_\_

**Return to Public Forum:**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ BE IT HEREBY RESOLVED BY THE OCEAN TOWNSHIP BOARD OF EDUCATION to return to public forum at \_\_\_\_\_ pm.

**Roll Call:**

Mr. Eberenz \_\_\_\_\_ Mr. Tart \_\_\_\_\_ Mrs. Zuzic \_\_\_\_\_ Dr. Denning, Jr. \_\_\_\_\_

**Announcement**

The next Board of Education meeting will be the Regular Monthly Meeting scheduled for Monday, April 17, 2023 at 6:15 pm.

**Adjourn**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn at \_\_\_\_\_ pm.

Ayes \_\_\_\_\_ Nays \_\_\_\_\_



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**#2 Executive Session ( when necessary)**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ WHEREAS, N.J.S.A. 10:4-12b, known as the Open Public Meetings Act, provides that a public body may not exclude the public from any meeting to discuss any matter described therein until the public body has first adopted a Resolution; and

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- ☐ Student Matters -
- ☐ Personnel –
- ☐ Negotiations –
- ☐ Security –
- ☐ Attorney/Client Privilege –
- ☐ Other: \_\_\_\_\_

**Roll Call:**

Mr. Eberenz \_\_\_\_\_ Mr. Tart \_\_\_\_\_ Mrs. Zuzic \_\_\_\_\_ Dr. Denning, Jr. \_\_\_\_\_

**Return to Public Forum:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ BE IT HEREBY RESOLVED BY THE OCEAN TOWNSHIP BOARD OF EDUCATION to return to public forum at \_\_\_\_\_ pm.

**Roll Call:**

Mr. Eberenz \_\_\_\_\_ Mr. Tart \_\_\_\_\_ Mrs. Zuzic \_\_\_\_\_ Dr. Denning, Jr. \_\_\_\_\_