

**OCEAN TOWNSHIP BOARD OF EDUCATION
WARETOWN, NEW JERSEY
MEETING AGENDA
MAY 8, 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 _____ Mr. Pimm _____ Mrs. Zuzic _____ Dr. Denning, Jr. _____

Educational and Community Highlights: *Mrs. Ridsen's Young Writers*

Presentation of the 2023/2024 School Year Budget

Open Public Forum: Agenda Items Only

Motion by _____ seconded by _____, to open public forum.

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mr. Pimm _____ 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 _____ Mr. Pimm _____ Mrs. Zuzic _____ Dr. Denning, Jr. _____

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Committee Reports:

Correspondence:

Minutes:

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

- Regular Meeting for April 17, 2023
- Special Meeting for May 1, 2023

Motion by _____, seconded by _____.

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mr. Pimm _____ Mrs. Zuzic _____ Dr. Denning, Jr. _____

FINANCIAL

Motion to approve the following – (see attached)

B2. **Warrants for Payment** – Apr & May 2023

B3. **Budget Transfers** – Mar 2023

B4. **Certification of the Budget Report** – Mar 2023

B5. **Secretary’s Report**- Mar 2023

B6. **Treasurer’s Report** – Mar 2023

B7. **Tax Levy Payment** - May 2023

B8. **Shared Services Agreement** - BE IT HEREBY RESOLVED BY THE OCEAN TOWNSHIP BOARD OF EDUCATION to approve the Shared Service Agreement between The Board of Education of Lakehurst and The Board of Education of Ocean Township School for the Master Preschool Teacher for the 2022-2023 and the 2023-2024 school years.

B9. **Preferred Home Health Care & Nursing Services** - to authorize the Business Administrator to sign the agreement for services with the Preferred Home Health Care & Nursing Services for the 2023-2024 school year. Charges will only accrue if services are utilized by students of the district.

B10. **Transportation Jointure** - to approve the addition of the following route on the transportation jointure agreement with Monmouth Ocean Educational Services Commission for the 2022-2023 school year:

- Contractor: Safe Transit; Per Diem Rate: \$127.00; Per Diem Fee: \$6.99; McKinney-Vento transportation to Waretown Elementary School and Frederic A Priff School

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- B11. **Shared Services Agreement** - to approve the renewal of the agreement with Southern Regional School District for payroll services for the 2023-2024 school year as per the agreement.
- B12. **Dental Insurance Renewal** - to approve the renewal of the Dental Insurance Policy with Horizon Blue Cross Blue Shield of NJ Dental for the period from July 1, 2023 through June 30, 2024 at the same rates as the 2022-2023 school year.
- B13. **Approval of the 2023-2024 School Year Budget** -
The Superintendent recommends approval to adopt the Final Revised Budget for 2023-2024 School Year:

WHEREAS the tentative budget was approved by the Board of Education at the March 13, 2023 Public Meeting and submitted to the NJ Department of Education for approval; and

WHEREAS the tentative budget was approved by the NJ Department of Education on April 5, 2023; and

WHEREAS the tentative budget was advertised in the Asbury Park Press on April 15, 2023; and

WHEREAS after the approval of the tentative budget the State of NJ approved Senate Bill Number 3732 providing additional state aid to S2 impacted school districts in the 2022-2023 school year to offset the impact of the loss of state aid in the 2023-2024 school year; and

WHEREAS the NJ Department of Education has approved and fully funded the Ocean Township School District's application for funds under Senate Bill Number 3732; and

WHEREAS the NJ Department of Education Early Childhood Division mandated changes to the proposed Preschool Education Aid Budget for the 2023-2024 school year; and

WHEREAS the Ocean Township Board of Education is adjusting the following items in the 2023-2024 school year tentative budget prior to final approval:

- Increase Appropriation of Unreserved Fund Balance - \$419,134 - S3732 Impact
- Increase Salaries Grade 1-5 - \$300,000 (11-120-100-101) - S3732 Impact
- Increase Employer Pension - \$119,134 (11-000-291-241) - S3732 Impact
- Increase Preschool Teachers - \$23,500 (20-218-100-101)
- Decrease Preschool Other Salaries - \$58,755 (20-218-100-106)
- Increase Preschool Family Parent Liaison - \$35,255 (20-218-200-173)

WHEREAS the final budget and the adjustments incorporated into the adjusted final budget was presented to the public through a public hearing held in the Media Center of the Frederic A Priff School, 139 Wells Mills Rd, Waretown, NJ on May 8, 2023;

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BE IT RESOLVED that the final adjusted budget summarized below be approved for the 2023-2024 school year reflecting the adjustments contained in this resolution and that the School Business Administrator/Board Secretary be authorized to submit the Final Adjusted Budget to the Executive County Superintendent of Schools for approval; and

| | General Fund | Special Revenue | Debt Service | TOTAL |
|------------------------------------|--------------|-----------------|--------------|--------------|
| 2023-2024 Total Expenditures | \$17,528,862 | \$2,191,074 | \$704,875 | \$20,424,811 |
| Less: Anticipated Revenues | \$3,885,280 | \$2,191,074 | \$299,993 | \$6,376,347 |
| Taxes to be Raised | \$13,643,582 | - 0 - | \$404,882 | \$14,048,464 |

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary and the Superintendent of Schools be authorized to implement the 2023-2024 school year budget and A4F tax levy form in accordance with statutory and Board policy regulations upon NJ Department of Education approval.

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 \$1,720,865.

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

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\$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);

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.

Motion by _____, seconded by _____.

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mr. Pimm _____ Mrs. Zuzic _____ Dr. Denning, Jr. _____

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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 | |
- **S3. Transportation/Trips:**
 - Mrs. Bridger’s Class trip to Wells Mills Park on June 6, 2023.
 - Mrs. Van Luvender’s Class trip to Insectropolis on June 2, 2023.
 - 6th Grade DARE trip to Urban Aire on June 2, 2023. (Funded by Ocean Township Police Department)
- **S4. Building Use:**
 - Spring Celebration of the Arts - Gym, Music Room, Art Room & Hallways – Tuesday, 5/9/23 5:30pm-8:00pm
 - PTO Color Run - Priff Fields/Bathrooms – Saturday, 6/10/23 12:30pm-4:00pm
- **S5. Professional Development:**
 - Staff Member: Nikki Nolan
Workshop: Responsive Classroom
Destination: South River
Date: July 11 - 14, 2023
Estimated Cost of Workshop: \$859.00***
Estimated Total Mileage/Tolls: \$289.52/22.80
Purpose: The purpose of this training is to enhance my understanding and knowledge on Responsive Classroom. I wish to educate myself on social-emotional learning that is focused on engaging academics, positive community, effective management, and developmental awareness. Through this training, I will be able to learn techniques and teaching methods to create a safe and joyful learning community where students can thrive and develop strong social, emotional, and academic skills.
 - Staff Member: Ashley Bennett
Workshop: Responsive Classroom
Destination: Online
Date: August 15 - 18, 2023
Estimated Cost of Workshop: \$859.00***
Estimated Total Mileage/Tolls: \$0
Purpose: Learn to create a safe, joyful and engaging learning environment ideal for student success and growth.

*** Grant funds used for registration.

Motion by _____, seconded by _____.

Mr. Eberenz _____ Mr. Tart _____ Mr. Pimm _____ Mrs. Zuzic _____ Dr. Denning, Jr. _____

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

- **P1. Employments:**
 - Carol Widmer as the transportation liaison for the 2023-2024 school year at a salary of \$4000.00.
 - Carol Widmer as the substitute caller for the 2023-2024 school year at a salary of \$4500.00.
- **P2. Resignation:**
 - To accept, with regret, the resignation of Karissa Reinhold, instructional assistant, effective April 17, 2023.
- **P3. Extended School Year Programs:**
 - The following Extended School Year Staff for the 2023 programs at the current contracted rate, unless otherwise noted, (contingent upon enrollment):
 - Special Education Teachers**
Donna Bridger; Mary Ferraiuolo; Kelly Hoffman; Kala Paczkowski; Sandra Rapolla; Mary Van Luvender
 - Basic Skills Teachers**
Kellie Gibson; Nikki Nolan; Karen Olkowski
 - Preschool Disabled Teachers**
Mary Kern; Kelly Lange
 - Nurses**
Deborah Cullen; Marie Marucci (rate at \$30.00/hr.)
 - Related Services**
Gina LaHaye; Suzanne Kelly; Suzanne Stanley; Doris Gonzalez
 - Kindergarten Readiness Testing Teacher**
Heather Pugliese
 - Instructional Assistants/Bus Aides**
Jennifer Bamber; Sara Carpini; Sandra Foley; Jeilee Gonzalez; Amanda Harrison; Christina Jenkinson-Wisk; Madeline Lyon; Natalie Nasatka; Judy Rea; Fran Rutan; Amy Saranczak; Amanda Vega; Evelyn Vereb
 - Substitute Teachers**
Lauren Eberenz; Louis Rossino
 - Substitute Instructional Assistants**
Elizabeth Arroyo; Shayna Bezak; Connie McCullough; Natalie Nasatka; Judith Tuchman
- **P4. Summer Curriculum:**
 - The following staff members as Summer District Curriculum Writers/Instructional Leadership Team at the current contracted rate: Jennifer Bamber; Chelsey Bokey; Lisa Dreher; Lauren Eberenz; Kellie Gibson; Kelly Hoffman; Elizabeth McKnight; Nikki Nolan; Heather Pugliese; Sandra Rapolla; Jenna Ridsen.
- **P5. Summer Employment:**
 - The counselors (Lauren Eberenz in WES & Daggi Ball in Priff) for 20 hours each in Summer 2023 to work on HIB/I&RS at the current contracted rate.
 - The Child Study Team (Kristy Nanartowicz, & Joseph Hagan) for 20 days each in Summer 2023 at the current contracted rate.

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● **P6. Summer Adventure Program (Latchkey):**

o The following Summer Adventure staff (employment based on enrollment):

| | | |
|----------------------|--------------------|-------------------------|
| Christopher Roth | Director | \$1000.00/month stipend |
| Linda Ziegenfuss | Director Designee | \$ 500.00/month stipend |
| Kala Paczkowski | Teacher | \$ 20.00/hr. |
| Lisa Dreher | Teacher | \$ 20.00/hr. |
| Beth Risten | Teacher | \$ 20.00/hr. |
| Christopher Roth | Teacher | \$ 20.00/hr. |
| Amanda Kochinski | Teacher | \$ 20.00/hr. |
| Gina LaHaye | Teacher | \$ 20.00/hr. |
| Kelly Lange | Teacher | \$ 20.00/hr. |
| Karen Olkowski | Teacher | \$ 20.00/hr. |
| Ashley Soletto | Substitute Teacher | \$ 20.00/hr. |
| Louis Rossino | Substitute Teacher | \$ 20.00/hr. |
| Linda Ziegenfuss | Aide | \$ 15.00/hr. |
| Linda Brummer | Aide | \$ 15.00/hr. |
| Kelley Wolek | Aide | \$ 15.00/hr. |
| Brenda Langoski | Aide | \$ 15.00/hr. |
| Melissa Casella | Substitute Aide | \$ 15.00/hr. |
| Gwen McLaughlin | Substitute Aide | \$ 15.00/hr. |
| Antoinette Armagno** | Substitute Aide | \$ 15.00/hr. |
| Adrielle Rau | Volunteer | |

**pending paperwork completion

● **P7. Family Leave** (see attached):

o Family Leave for Melanie Doyle from approximately September 1, 2023 through November 24, 2023.

● **P8. Substitutes:**

o Teacher substitute for the 2022-2023 school year at the established rate – Samantha Palermo*.

o Instructional Assistant substitutes for the 2022-2023 school year at the established rate – Heather Santiago*; Danielle Coyle*, Samantha Palermo*.

o Custodian substitute for the 2022-2023 school year at the established rate – Danielle Saranczak*.

*pending completion of paperwork

Motion by _____, seconded by _____.

Mr. Eberenz _____ Mr. Tart _____ Mr. Pimm _____ Mrs. Zuzic _____ Dr. Denning, Jr. _____

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

- **PR1. New/Revised Policies & Regulations: (First Reading)**
 - #0144 Board Member Orientation and Training – Policy
 - #2520 Instructional Supplies - Policy & Regulation
 - #5305 Health Services Personnel - Policy
 - #6112 Reimbursement of Federal and Other Grant Expenditures – Policy
 - #6115.01 Federal Awards/Funds Internal Control-Allowability of Costs - Regulation
 - #6115.04 Federal Funds-Duplication of Benefits - Policy
 - #6311 Contracts for Good or Services Funded by Federal Grants - Policy
 - #7440 School District Security - Policy

Motion by _____, seconded by _____, to open public forum.

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mrs. Zuzic _____ Dr. Denning, Jr. _____

FYI ~ Additional Staff Attending Workshops

| <u>Name</u> | <u>Workshop</u> | <u>Date</u> | <u>Cost</u> |
|--------------------|---|--------------------|--------------------|
| H. Pugliese | Early Childhood Education Collaboration | 4/25/23 | -0- |
| G. Short* | Celebration of the Arts Set-up | 4/28/23 | -0- |
| J. Risdén*** | Data Wise: A Collaborative Process to Improve Learning & Teaching | 5/3/23 | \$139.00 |

*** Grant funds used for registration only, substitute not funded by grant.

Open Public Forum:

Motion by _____, seconded by _____, to open public forum.

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mr. Pimm _____ 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 _____ Mr. Pimm _____ Mrs. Zuzic _____ Dr. Denning, Jr. _____

Board Comments:

**OCEAN TOWNSHIP BOARD OF EDUCATION
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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 _____ Mr. Pimm _____ 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 _____ Mr. Pimm _____ Mrs. Zuzic _____ Dr. Denning, Jr. _____

Announcement

The next Board of Education meeting will be the Regular Monthly Meeting scheduled for Monday, June 12, 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

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

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- Student Matters -
- Personnel –
- Negotiations –
- Security –
- Attorney/Client Privilege –
- Other: _____

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mr. Pimm _____ 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 _____ Mr. Pimm _____ Mrs. Zuzic _____ Dr. Denning, Jr. _____