

AVON BOARD OF EDUCATION

Meeting of March 15, 2017

MINUTES

President Child called the regular business meeting of the Avon Board of Education to order at 7:00p.m. All present joined in the Flag Salute.

President's Statement: This meeting has been advertised as a regular business meeting in the Coast Star. Copies of the notice have been forwarded to the Avon Borough Office, the Avon Public Library, the Avon Post Office, has been posted in the Avon School, and is posted on the Avon Elementary School website. This is in compliance with the requirements of Chapter 231 of the "Open Public Meetings Law" of Public Laws of 1975.

Roll Call: **Present:** Berry, Cuttingham, Davey (arrived at 7:03), Magovern, Shafer, Smith, and Child.

Others Present: Ms. Lemeris, Mrs. MacDonald, and approximately 5 visitors.

Communications: None

Superintendent's Update:

Superintendent Albrizio reported on the following:

- Enrollment Report – no change
- Safety and Security Drill Report reviewed
- HIB Report

Superintendent Albrizio recognized the Geography Bee finalists and both were congratulated by the Board of Education.

Superintendent Albrizio also recognized the star students and reviewed articles that had been in the paper highlighting their accomplishment. The Board congratulated the students.

Superintendent Albrizio reported that 6 Monmouth County School Districts tied for first place in the state for the 2015-2016 PARCC performance and Avon School District is one of those districts. Avon is being recognized as one of the top 25 school districts in the state and will be recognized by the Monmouth County Freeholders for their achievement. Superintendent Albrizio and the Board congratulated the staff and the students on this amazing accomplishment.

Superintendent Albrizio reported a change to the 2016-2017 school calendar; it now notes the emergency closing days.

Superintendent Albrizio reported that in response to the parent concerns and the middle school pd cohort, the administration is looking at the code of conduct and discipline policy for the remainder of the 2016-2017 school year so that clarity may be brought to all. The administration will expand and develop both further for the 2017-2018 school year to include highlighting and targeting positive actions and attitudes through a committee.

Committee Reports:

Finance Committee – Mrs. Davey reported that the committee had met with administration and reviewed the budget in detail and the committee is recommending the tentative budget to the Board for adoption.

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Educational Excellence: Mrs. Magovern reviewed the meeting that the committee had with Mrs. MacDonald in which she presented the 5 domain system used to set district goals.

Motion to adjourn to executive session:

It was moved by Shafer and seconded by Cuttingham to approve the following resolution:

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12(b), permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Board finds that such circumstances exist.

NOW, THEREFORE, BE IT RESOLVED, by the Avon-by-the-Sea Board of Education, in the County of Monmouth, State of New Jersey, as follows:

1. The public shall be excluded from discussion of any actions upon the hereinafter-specified subject matter.
2. The general nature of the subject matter to be discussed is as follows: personnel: (appointments for the 2016-2017 school year).
3. The Board will take action following closed executive session.
4. It is anticipated that the closed executive session will last approximately fifteen (15) minutes.
5. It is anticipated at this time the above stated subject matter will be made public when the need for confidentiality no longer exists.
6. This Resolution shall become effective immediately.

Voice vote was all in favor, motion carried unanimously. The meeting adjourned into executive session at 7:17 pm.

It was moved by Magovern and seconded by Davey to adjourn executive session and re-open the meeting to the public. Voice vote was all in favor, motion passed unanimously. The meeting was re-opened to the public at 7:30 pm.

Personnel:

It was moved by Magovern and seconded by Cuttingham to approve the following resolutions:

To accept, with regret and as recommended by the Superintendent, the resignation of Sandra Trochanowski for the purpose of retirement effective July 1, 2017.

To approve, as recommended by the Superintendent, Lynn Neiberlien, RN and Jill Tralka, RN as substitute nurses for the remainder of the 2016-2017 school year at the rate of \$150 per day.

To approve, as recommended by the Superintendent, an increase in the rate for substitute nurses from \$110 per day to \$150 per day, effective immediately.

To approve, as recommended by the Superintendent, Jaime Golda and Sandy Trochanowski to be paid up to 1 hour at \$45 per hour, as per the agreement with the AEA, to research and participate in the Chasing the Dragon: The Life of an Opiate Addict Parent University on March 30, 2017.

To approve, as recommended by the Superintendent, up to six teachers to be paid up to 5 hours each at \$45 per hour, as per the agreement with the AEA, to develop and present parent workshops on Growth Mindset, Elementary Math Fluency, and/or STEAM using Title I funds.

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To approve, as recommended by the Superintendent, one teacher to be paid up to 3 hours at the rate of \$45, per hour as per the contract with the AEA, to develop and present parent workshop on Coping Strategies for Test Anxiety with the Avon School Special Education Parent Advisory Group on April 25, 2017.

To abolish, as recommended by the Superintendent, the contract with Mrs. Eileen MacDonald as the Supervisor of Instructional Services as of April 1, 2017.

To approve, as recommended by the Superintendent, the contract for Mrs. Eileen MacDonald as the Director of Curriculum, Instruction & Special Services for the remainder of the 2016-2017 school year beginning April 1, 2017 at a salary of \$90,000 (to be pro rated).

To approve, as recommended by the Superintendent, Christopher Wiley, as the Middle School Science leave replacement teacher for the remainder of the 2016-2017 school year beginning April 24, 2017 at a salary of \$55,050 (Step 1, MA, 1.0 FTE) (to be pro-rated).

Superintendent Albrizio reviewed comparative pay scale data for substitute nurses.

Superintendent Albrizio reviewed the Chasing Dragon program. Mrs. Davey inquired if there was a way to make the program available to the community. Superintendent Albrizio agreed with the concept and the Board discussed the matter and the ability to open the program to other districts.

Superintendent Albrizio reviewed the Growth Mindset program and he will let the parents know about the program through a blast.

The Board congratulated Mrs. MacDonald on her certification and new role.

Roll call vote was all in favor, motions carried unanimously.

Finance:

It was moved by Davey and seconded by Cuttingham to approve the following resolutions:

To approve the gross payroll for March 2017 totaling \$180,852.10.

To approve the payment of bills presented for the 2016-2017 budget totaling \$161,400.54.

To approve the attached staff travel expenses for various training and business related trips as budgeted for in the 2016-2017 budget.

To approve a donation in the amount of \$1,000 from BNY Mellon Corporation based upon the volunteering/fundraising efforts of Laura Davey.

To approve, as recommended by the Superintendent, donation from Rutgers University, as requested by Scott Pauciello in the amount of \$300 for the purpose of partial covering the student cost for admission to the New Jersey State House/Old Barracks field trip.

For the Avon Board of Education to adopt the following resolution:

Adoption of Tentative Budget 2017-2018

BE IT RESOLVED that the tentative budget be approved for the 2017-2018 School Year using the 2017-2018 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2017-2018 Total Expenditures	\$4,551,528	\$50,310	\$413,275	\$5,015,113
Less: Anticipated Revenues	<u>\$1,113,104</u>	<u>\$50,310</u>	<u>\$114,438</u>	<u>1,277,852</u>
Taxes to be Raised	<u>\$3,438,424</u>	<u>\$0</u>	<u>\$298,837</u>	<u>\$3,737,261</u>

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

BE IT FURTHER RESOLVED, that a public hearing be held in the Media Center of the Avon Elementary School, 505 Lincoln Ave., Avon New Jersey on April 26, 2017 at 7:00 pm for the purpose of conducting a public hearing on the budget for the 2017-2018 School Year.

For the Avon Board of Education to adopt the following resolution:

Travel and Related Expense Reimbursement

WHEREAS, the Avon-by-the-Sea 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

WHEREAS, N.J.A.C. 6A:23A-7.2 et seq. 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

WHEREAS, a Board of Education may establish, for regular district business travel as defined in NJAC 6A:23A-1.2, which includes attendance at regularly scheduled in-State county meetings, Department or Association sponsored events or in-State professional development activities for which the registration fee does not exceed \$250.00 per employee or board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds \$1,500 in a given school year (July 1 through June 30); and

WHEREAS, the Avon-by-the-Sea Board of Education established \$20,000 as the maximum travel amount for the current school year and has expended \$ 4,295.48 as of this date; now

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THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23A-7.3, to a maximum expenditure of \$25,000 for all staff and board members for the 2017-2018 school year.

Roll call vote was all in favor, motions carried unanimously.

Other Business:

It was moved by Magovern and seconded by Cuttingham to approve the following resolutions:

To approve the minutes of the executive session and regular business meetings held on January 25, February 8, 2017 and March 1, 2017.

To approve the attached report of Harassment, Intimidation and Bullying incidents for the month of February 2017.

To approve the attached Suspension Report for the 2016-2017 school year.

Roll call vote was all in favor, motion carried unanimously.

The Board moved to table the following motion:

To approve the 2017-2018 school calendar for the Avon Elementary School.

The Board discussed the results of the 2017-2018 calendar survey at length.

Program:

It was moved by Shafer and seconded by Cuttingham the following resolutions:

To approve, as recommended by the Superintendent, Grades 2 and 3 to visit Shark River Park, Neptune, NJ for "Fossil Exploration" on June 2, 2017.

To approve, as recommended by the Superintendent, FLEX Architecture Class led by Aimee Fahy to observe and sketch architecture and construction within a five block radius of Avon Elementary on March 28, April 25, May 9 and 23, and June 10, 2017.

To approve, as recommended by the Superintendent, Grades 7 and 8 to visit the New Jersey State House/Old Barracks, Trenton, NJ on June 7, 2017.

To approve, as recommended by the Superintendent, two students from Grade 5 and two students from Grade 6 to attend the Spring Lake Heights Robotics Convocation.

To approve the Baseball and Softball schedules for the 2016-2017 school year.

Roll call vote was all in favor, motion carried unanimously.

Facilities and Transportation:

It was moved by Shafer and seconded by Magovern to approve the attached Emergency Drill report for January 2017.

Voice vote was all in favor, motion carried unanimously.

Policy:

It was moved by Shafer and seconded by Cuttingham to approve the following resolutions:
To approve the **first reading** of the following **revised policies** of the Avon Board of Education:

1240	Evaluation of Superintendent
2460	Special Education
2467	Surrogate Parents and Foster Parents
3221	Evaluation of Teachers
3222	Evaluation of Teacher Staff Members, Excluding Teachers and Administrators
3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
3224	Evaluation of Principals, Vice Principals, and Assistant Principals
3431.1	Family Leave
4431.1	Family Leave
5330	Administration of Medication
5337	Service Animals
5516	Use of Electronic Communication and Recording Devices (ECRD)
8441	Care of Injured and Ill Persons
8540	School Nutrition Programs
8630	Bus Driver/Bus Aide Responsibilities
8820	Opening Exercises

To approve the **first reading** of the following **revised regulations** of the Avon Board of Education:

1240	Evaluation of Superintendent
2460	Special Education
2460.1	Special Education - Location, Identification, and Referral
2460.8	Special Education – Free and Appropriate Public Education
2460.9	Special Education – Transition from Early Intervention Programs to Preschool Programs
3221	Evaluation of Teachers
3222	Evaluation of Teacher Staff Members, Excluding Teachers and Administrators
3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
3224	Evaluation of Principals, Vice Principals, and Assistant Principals
8630	Bus Driver/Bus Aide Responsibilities

To approve the **first reading** of the following **new regulations** of the Avon Board of Education:

2460.15	Special Education – In-Service Training Needs for Professional and Paraprofessional Staff
8441	Care of Injured and Ill Persons

Roll call vote was all in favor, motions carried unanimously.

Unfinished Business:

- File Personal Disclosure Statements – Mrs. Lerner reminded BOE members to complete. President Child asked Mrs. Lerner to follow up with the members who had not completed their forms.

New Business:

- Hall of Fame Steering Committee Date – the date of March 22, 2017 at 4pm was set for the committee to meet.

Public Session:

None

Code of Ethics Training Session

Mrs. Lerner conducted the required Board of Ethics Training as required by N.J.A.C. 6:3-13 and N.J.A.C. 6A30 for the Board of Education with a power point presentation.

It was moved by Magovern and seconded by Davey for the Avon Board of Education to approve and adopt the Code of Ethics as attached.

Roll call vote was all in favor, motion passed unanimously.

Motion to adjourn to executive session:

It was moved by Davey and seconded by Cuttingham to approve the following resolution:

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12(b), permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Board finds that such circumstances exist.

NOW, THEREFORE, BE IT RESOLVED, by the Avon-by-the-Sea Board of Education, in the County of Monmouth, State of New Jersey, as follows:

1. The public shall be excluded from discussion of any actions upon the hereinafter-specified subject matter.
2. The general nature of the subject matter to be discussed is as follows: personnel: (superintendent evaluation) and legal (contract for 2017-2018 and student residency matter).
3. The Board will not take action following closed executive session.
4. It is anticipated that the closed executive session will last approximately sixty (60) minutes.
5. It is anticipated at this time the above stated subject matter will be made public when the need for confidentiality no longer exists.
6. This Resolution shall become effective immediately.

Voice vote was all in favor, motion carried unanimously. The meeting adjourned into executive session at 8:30 pm.

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It was moved by Shafer and seconded by Magovern to adjourn executive session and re-open the meeting to the public. Voice vote was all in favor, motion passed unanimously. The meeting was re-opened to the public at 9:26 pm.

Motion to adjourn:

There being no further business before the Board, it was moved by Davey and seconded by Magovern to adjourn the meeting. Voice vote was all in favor, motion carried unanimously. The meeting adjourned at 9:27 p.m.

Respectfully submitted,

Amy S. Lerner

Amy S. Lerner, Board Secretary