

LITTLE SILVER BOARD OF EDUCATION
LITTLE SILVER, NEW JERSEY

AGENDA - BOARD MEETING – MAY 23, 2019

In partnership with families and community, the Little Silver Borough Public School District is invested in continued excellence by inspiring critical thinking, fostering intellectual curiosity, and promoting acceptance of individuals, allowing children to achieve their full potential as responsible, contributing citizens of an ever-changing global community.

I. CALL TO ORDER

II. OPEN PUBLIC MEETINGS ACT - In accordance with the provisions of the Open Public Meetings Act, the Little Silver Board of Education has transmitted notice of this meeting scheduled for 7:00 PM in the Library of Markham Place School, to the Asbury Park Press, posted in the Borough Hall, both schools, and the window of the Administrative Offices.

III. FLAG SALUTE

IV. ROLL CALL: Mrs. Bateman Mr. Grant
 Ms. Bennett Mrs. Aninowsky
 Mrs. Galbavy Mr. Walsh
 Mrs. Glynn

V. CORRESPONDENCE

VI. SUPERINTENDENT’S UPDATE

A. HIB REPORT

Motion by _____, seconded by _____, to approve the HIB Report for the Month of April, 2019 as presented by the Superintendent of Schools.

ROLL CALL VOTE: Ms. Bennett Mrs. Aninowsky
 Mrs. Galbavy Mrs. Bateman
 Mrs. Glynn Mr. Walsh
 Mr. Grant

B. ATTENDANCE FOR APRIL 2019

	MARKHAM	POINT ROAD	TOTAL
Days Possible	6,062	7,277	13,339
Days Present	5,761.5	6,920	12,681.5
Days Absent	300.5	357	657.5
Number of Pupils Entered	1	0	1
Number of Pupils Left	0	1	1
On Roll – MARCH	379	455	834
On Roll – APRIL	380	454	834
Percentage of Attendance	95%	97%	96%

ATTENDANCE COMPARISON APRIL 2018

	MARKHAM	POINT ROAD	TOTAL
On Roll – End of Month	379	488	867
Percentage of Attendance	96.4%	97.1%	96.8%

TEACHER ATTENDANCE FOR APRIL 2019

Days Possible	1,376
Days Absent	105
Percentage of Attendance	92%
Cumulative Total Days	12,470
Cumulative Days Absent	843.5
Cumulative Percentage Total	93%

- C. SOCIAL MEDIA VIOLATION
 - D. BOARD GOALS – AUGUST 29, 2019 – 6 PM
 - E. STUDENT GOVERNMENT DAY UPDATE
 - F. CSA EVALUATION/BOE SELF-EVALUATION
 - G. JUNE PD – JUNE 13TH – 6 PM CURRICULUM
 - H. MAY SPOTLIGHT
- VII. BOARD PRESIDENT’S UPDATE
 - VIII. COMMITTEE REPORTS
 - IX. LIAISON REPORTS
 - X. PUBLIC HEARING – Re: Agenda Only
 - XI. PERSONNEL

Motion by _____, seconded by _____, to approve the following resolutions:

A. APPROVE SUBSTITUTES

to approve the following substitute for the remainder of the 2018-19 school year:

Name	Position
Victoria Sullivan	Substitute Teacher/Aide
Christina Zicopoulos	Substitute Teacher

B. APPROVE CHAPERONE/NURSE

to approve Alyssa Rescinio as chaperone/nurse for the Trills and Thrills trip on May 31, 2019.

C. EMPLOY ESY PERSONNEL

to approve Christina Zicopoulos as ESY Substitute Aide at \$15/hr. from July 1, 2019 – August 8, 2019.

D. APPROVE SUMMER CHILD STUDY TEAM WORK

1. to approve Laura DiPietro, as needed, for summer IEP meetings at \$32/hr. from July 1, 2019 – August 8, 2019.
2. to approve the following individuals for summer report writing at \$75 per report from July 1, 2019-August 8, 2019: Carissa Bavosi, Kristen Hicks, Desiree Meek, Kathleen Mulcahy, Susan Polkowski, Kerri Restaino, Michela Simmons, Stephanie Szczepan, Tara Tuzzeo

E. APPROVE ESY VENDOR

to approve INVO HealthCare Associates as the vendor for nursing services during Extended School Year, July 1, 2019 – August 8, 2019 (Monday-Thursday) at the rate of \$55/hr.

F. APPROVE ADJUSTMENT TO LONG-TERM LEAVE ASSIGNMENTS

1. to approve adjustment to the start date of the long-term leave for Alyssa Nortz, 5th Grade Teacher, to on or about May 21, 2019 from previously approved start date of June 3, 2019 through on or about November 22, 2019.
2. to approve adjustment to the start date of the long-term leave assignment for Alecsa Unrath, 5th Grade Teacher, to on or about May 30, 2019 from previously approved start date of May 21, 2019 to on or about November 25, 2019.
3. to approve adjustment to the end date of the long-term leave assignment for Nicole Fadell, Elementary Guidance Counselor, to on or about October 16, 2019 from previously approved end date of November 26, 2019.

G. APPROVE MATERNITY/FMLA/NJFLA LEAVE

to approve Maternity/Sick Leave for Kerri Restaino effective on or about October 3, 2019 through on or about November 28, 2019, followed by FMLA/NJFLA effective on or about November 29, 2019 through on or about February 26, 2020. Expected return to work date is on or about March 2, 2020.

H. ACCEPT RESIGNATION

to accept the resignation of Cara Savaiano, 3rd Grade Teacher, effective June 30, 2019.

I. MERIT GOALS COMPLETION AND PAYMENT

1. Superintendent of Schools

to approve payment for the successful completion of qualitative merit goal for Carolyn Kossack, Superintendent of Schools, as per contract pending approval by the Executive County Superintendent, for the 2018-2019 school year.

2. Business Administrator

to approve payment for the successful completion of qualitative merit goal for Lindsey Case, Business Administrator/Board Secretary, as per contract pending approval by the Executive County Superintendent, for the 2018-2019 school year.

3. Administration

to approve payment for the successful completion of merit goal for: Pamela Albert Devine, Suzanne Lazzari, Eric Platt and Angela Rosen as per the LSASA contract for the 2018-2019 school year.

ROLL CALL VOTE: Mrs. Galbavy Mrs. Bateman
 Mrs. Glynn Ms. Bennett
 Mr. Grant Mr. Walsh
 Mrs. Aninowsky

XII. FINANCE REPORT

Motion by _____, seconded by _____, to approve the following resolutions:

A. PAY BILLS – MAY 2019

to approve the following bills for May 2019:

Accounts Payable		
Fund	Description	Amount
11	General Fund	\$303,629.36
12	Capital Outlay Fund	\$0.00
20	Special Revenue Fund	\$19,019.90
30	Capital Projects Fund	\$0.00
40	Debt Service Fund	\$0.00
60	Food Service Fund	\$40,162.57
95	Student Activity Fund	\$400.00
	Unemployment Trust Fund	\$0.00
	Total for Accounts Payable	\$363,211.83
Payroll	May 15, 2019	\$430,830.91
	Total for Payroll	\$430,830.91
	Total Bill List	\$794,042.74

B. TRANSFER OF FUNDS – APRIL 2019

to approve the following resolution:

WHEREAS NJAC 6A:20-2.13 “Overexpenditure of Funds” states “a district Board of Education shall not incur any obligation or approve any payment in excess of the amount appropriated by the district Board of Education in the line item pursuant to NJSA 18A:22-8.1”.

NOW THEREFORE BE IT RESOLVED that the attached line item transfers be approved:

C. BOARD SECRETARY’S MONTHLY CERTIFICATION – APRIL

PURSUANT TO NJAC 6A:20-2.13(d), I certify that as of April 30, 2019, no budgetary line item account has obligations and payments which in total exceed the amount appropriated by the Little Silver Board of Education pursuant to NJSA 18A:22-8 and 18A:22-8.1

Lindsey Case, Board Secretary

D. BOARD OF EDUCATION CERTIFICATION BUDGET MAJOR/FUND STATUS FOR THE MONTH OF APRIL

to approve the Budgetary Major Account/Fund Status for the month of April, 2019.

PURSUANT TO NJAC 6A:20-2.13(D), we certify that as of April 30, 2019 after review of the Secretary’s monthly financial report (appropriation section), and open consultation with appropriate district officials, that to the best of our knowledge no major account fund has been over expended in violation of NJAC 6A:20-2(B), and that sufficient funds are available to meet the district’s financial obligations for the remainder of the school year.

E. TREASURER’S REPORT – APRIL 2019

to approve the Treasurer’s Report for the month of April, 2019.

F. APPROVE PROFESSIONAL IN-HOUSE WORK

to approve the following in-house work at the contractual rate:

Dates	Committee/Workshop	Staff Member	Hours	Rate Per Hour
4/16/19	Student Testing/Evaluation	J. Nowell	2	\$32.00
5/22/19	School Safety Climate Meeting	N. Fadell	1	\$19.00
5/23/19	Extra Hours for Foundations Level 3 Seminar	J. Domenico	3	\$19.00
Summer 2019	Updating Digital Tools	W. Whittle	20 hrs. total	\$19.00
Summer 2019	Student Testing/Evaluation	J. Phan	2 hrs. Total	\$32.00
Summer 2019	Genesis Gradebook Work	A. Files	Up to 10 hrs.	\$32.00
Summer 2019	Genesis Gradebook Work	W. Whittle	Up to 10 hrs.	\$32.00

G. APPROVE SAFETY GRANT APPLICATION

to approve the submission of grant application for the 2019 Safety Grant Program through the New Jersey Schools Insurance Group’s MOCSSIF Sub-Fund for the purpose described in the application, in the amount of \$5,100.71 for the period of July 1, 2019 through June 30, 2020.

H. APPOINTMENTS

to approve the following appointments for the 2019-2020 school year:

Appointment	Name
504 Officer	Suzanne Lazzari
Affirmative Action Officer/ Gender Equity Officer	Jennifer Peirson
Americans with Disabilities Act Officer	Carolyn Kossack
Asbestos Management Officer	Richard Carlson
Assistant Board Secretary	Judith Lyons
Attendance Officer	Lindsey Case
Chemical Hygiene Officer	Richard Carlson
Civil Rights (Title IX) Coordinator	Carolyn Kossack
Department of Child Protection Permanency (DCPP) Liaison	Carolyn Kossack
District Anti-Bullying Coordinator	Eric Platt

District Wellness Policy Coordinator	Lindsey Case
English as a Second Language Plan	Suzanne Lazzari
ESSA (NCLB) Coordinator	Angela Rosen
Homeless Liaison	Suzanne Lazzari
Indoor Air Quality Coordinator	Richard Carlson
Integrated Pest Management Coordinator	Richard Carlson
Markham Place Anti-Bullying Specialist	Jennifer Peirson
Point Road Anti-Bullying Specialist	Julianna Ford
Public Agency Compliance Officer	Lindsey Case
Representative to Monmouth-Ocean Educational Services Commission	Carolyn Kossack
Representative to Request Federal & State Funding	Lindsey Case
Right-to-Know Officer	Richard Carlson
Safety Officer	Lindsey Case
School Board Secretary	Lindsey Case
School Physician	Unterberg Children's Hospital at a Stipend of \$5,000
School Safety Specialist	Pamela Albert Devine
Treasurer of School Monies	Sean Boyce at a Stipend of \$3,214 Pursuant to N.J.S.A.8A:13-14

I. DESIGNATION OF DEPOSITORIES

that the following resolution be adopted by the Little Silver Board of Education:

WHEREAS, the Little Silver Board of Education deems it advisable to designate depositories for all school funds to serve until the next organization of said Board, unless otherwise changed by Board resolution;

NOW, THEREFORE, BE IT RESOLVED that the following banks be appointed as official depositories for school district funds, and that fund withdrawal authorization is hereby granted to by signature of those persons heretofore elected, appointed, and/or designated to the Offices of Board President, Board Vice President (in the absence of the President), Board Secretary, and Treasurer of School Monies;

AND BE IT FURTHER RESOLVED that the Board Secretary to authorized to wire transfer Board of Education funds between Board of Education accounts only;

AND BE IT FURTHER RESOLVED that the Board of Education Secretary is hereby authorized to deliver, upon demand, specimen facsimile signatures of required authorities to the approved authorities.

Account	Bank	Authorized Signatories*
Warrant Account	Investors Savings Bank	1,2,3,4
Payroll Account	Investors Savings Bank	1,2,3,4
Payroll Agency Account	Investors Savings Bank	1,2,3,4
Petty Cash Account	Investors Savings Bank	1,2,3,4
Flexible Spending Account	Investors Savings Bank	1,2,3,4
Trust Fund NJUC	Investors Savings Bank	1,2,3,4
Debt Service Agreement	Investors Savings Bank	1,2,3,4
Emergency Reserve	Investors Savings Bank	1,2,3,4
Capital Reserve Account	Investors Savings Bank	1,2,3,4
Maintenance Reserve	Investors Savings Bank	1,2,3,4
Investments (Wire Transfers)	Investors Savings Bank	3
Bonds Transfer Agent (Wire Transfers)	The Bank of New York (via the Depository Trust)	3

Online School	Investors Savings Bank	3
Student Activity	Investors Savings Bank	2,3,5
Capital Project Acct. (Wire Transfers)	Investors Savings Bank	3
Food Service	Investors Savings Bank	3

*Key Authorized Signatories:

1. Board President or Vice President
2. Superintendent
3. Business Administrator/Board Secretary
4. Treasurer of School Monies
5. Principal–Markham Place

J. PREPAYMENT AUTHORITY

to authorize the Business Administrator/Board Secretary to pre-approve and pay any legitimate school year bills, including payroll, when necessary that occur between Board meetings and make any necessary transfers. All pre-approved paid bills and transfers will be presented for approval at the next Board Meeting and will be countersigned by the Superintendent.

K. IMPLEMENT 2019-2020 BUDGET

to authorize the Superintendent and Business Administrator/Board Secretary to implement the 2019-2020 budget pursuant to local and state policies.

L. APPROVE PETTY CASH

that the Little Silver Board of Education establishes a petty cash fund of \$1,000 for the 2019-2020 school year.

M. APPROVE TRANSFER AUTHORITY

that the Board approve the following item:

RESOLVED, that as provided by N.J.S.A. 18A:22-8.1 amended, the Superintendent of Schools be designated as Chief School Administrator to approve such line item budget transfers as are necessary between Board of Education meetings, and

BE IT FURTHER RESOLVED, that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of such meeting not less than monthly.

N. FOOD SERVICES CONTRACT 2019-2020

to approve contract for food services between Simplified Culinary Services, Inc. and the Little Silver Board of Education for the 2019-2020 fiscal year at an annual management fee of \$12,000.

O. APPOINTMENT OF PROFESSIONAL SERVICES

WHEREAS, there exists a need for construction administration services of the Little Silver Board of Education, and

WHEREAS, it has been determined that such construction administration services are specialized in nature, require expertise in the field of construction administration and can be provided only by someone with

knowledge of construction and is not reasonably possible to describe the required services with written bid specifications, and

WHEREAS, funds are or will be available for this purpose.

NOW, THEREFORE, BE IT RESOLVED, by the Little Silver Board of Education, in the County of Monmouth as follows:

- 1. The construction administration services firm of P.W. Moss & Associates, Doylestown, Pennsylvania is hereby retained to provide services as necessary.

P. UNIFORM MINIMUM CHART OF ACCOUNTS

to authorize the Uniform Minimum Chart of Accounts for New Jersey Public Schools for 2019-2020 School Year.

Q. APPROVE SHARED PURCHASING FOR UTILITIES

to approve the Little Silver Board of Education to continue to participate in the Alliance for Competitive Telecommunications (ACT) program, Alliance for Competitive Energy Services (ACES) bid cooperative pricing system, and E-Rate program as previously approved and until termination.

R. APPROVE DISPOSAL OF OUT-OF-DATE TEXTBOOKS

to approve disposal of outdated textbooks as shown on attachments.

S. ACCEPT GRANT

to gratefully accept the MC3 (Monmouth County Curriculum Consortium) Q Ball Grant in the amount of \$500.

T. APPROVE PLACEMENT & EXTRAORDINARY SERVICES FOR ESY AND 2019-2020 SCHOOL YEAR

to approve placement and extraordinary services at Hawkswood School for Student #7234276750 at \$371.46/day for 210 days (\$78,006.60) for ESY 2019 and the 2019-2020 school year.

ROLL CALL VOTE:	Mrs. Glynn	Ms. Bennett
	Mr. Grant	Mrs. Galbavy
	Mrs. Aninowsky	Mr. Walsh
	Mrs. Bateman	

XIII. OTHER BUSINESS

Motion by _____, seconded by _____, to approve the following minutes:

A. MINUTES

April 30, 2019: Regular and Executive Session

B. OPEN PUBLIC MEETINGS ACT

WHEREAS, Chapter 231, P.L. 1975 (Open Public Meetings Law) requires the Board of Education of Little Silver, in the County of Monmouth to give notice of its scheduled meetings which will be held at the Markham Place School, and

WHEREAS, Chapter 231, P.L. 1975 authorizes a public body to meet in Executive Session under certain limited circumstances, and

WHEREAS, said law requires the Board of Education to adopt a resolution at a public meeting before it can meet in Executive Session.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION:

1. That is does hereby authorize the following meetings beginning in July 2019 through June 2020.
2. That is does hereby determine that it may be necessary to meet in Executive Session on the following dates, and that the matters discussed will be made public when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.

The Board will meet at 7:00 PM on the following Thursdays of the month, unless otherwise noted. Action will be taken, unless otherwise advertised. Meetings will take place in the Media Center of Markham Place School.

BOARD OF EDUCATION MEETINGS

Thurs., July 18, 2019
Thurs., August 29, 2019
Thurs., September 26, 2019
Thurs., October 17, 2019
Thurs., November 14, 2019
Thurs., December 19, 2019
Thurs., January 2, 2020, (Re-org Meeting)
Thurs., January 23, 2020
Thurs., February 20, 2020
Thurs., March 19, 2020
Thurs., April 30, 2020
Thurs., May 21, 2020
Mon., June 15, 2020

Reorganization will be held Thursday, January 2, 2020 at 7:00 PM at the Markham Place School.

NOW, THEREFORE, BE IT FUTHER RESOLVED that the Board Secretary is hereby directed to post and maintain posted a copy of this resolution in the window of the Administrative Offices, 124 Willow Drive, and shall file a copy of same in her office, as well as in the office of the Borough Clerk of Little Silver, Point Road and Markham Place Schools, on the district website, and to forward a copy to the Asbury Park Press. Notice of any additions to the above schedule or changes in time, date, or place of any scheduled meeting will be posted and advertised as required by law.

C. OFFICIAL NEWSPAPERS

to adopt the following resolution:

WHEREAS the Little Silver Board of Education deems it advisable to designate official newspapers for the advertisement of all legal notices and all other necessary public notifications for the 2019-2020 school year,

NOW, THEREFORE, BE IT RESOLVED that the Asbury Park Press is designated the official newspaper for all legal notices and the Star Ledger and Two River Times be designated should it be impossible to advertise in the Asbury Park Press for reasons of timely notice, emergency or other reasons.

D. APPROVE PARLIAMENTARY PROCEDURE

to adopt "Robert's Rules of Order" as the approved parliamentary procedure, to the extent consistent with State Law, Policies and By-Laws of the Board of Education for the 2019-2020 school year.

E. APPOINTMENT OF INSURANCE AGENT

that, Vincent S. Krill of Boynton & Boynton, Red Bank, NJ, to serve as the district insurance agent for the 2019-2020 school year.

F. APPROVE DELTA DENTAL PLAN CONTRACT

to renew the Delta Dental Contract with Brown & Brown Benefit Advisors as broker of record for the provision of all contractual dental benefits for the school year 2019-2020.

G. APPROVE WAIVER OF HEALTH BENEFITS PROGRAM RESOLUTION

to approve the following resolution:

WHEREAS, employees are permitted to waive their medical and prescription coverage – provided they have other health care coverage, and

WHEREAS, a Health Benefits Program Coverage Waiver/Reinstatement Form and Active Employee Health Benefits Application must be submitted through the Human Resources Office in order to waive medical and prescription coverage, and

WHEREAS, to **reinstate** coverage, an employee must once again complete a Health Benefits Program Coverage Waiver/Reinstatement Form and Active Employee Health Benefits Application, and

WHEREAS, the employee must notify within 30 days of the loss of the other coverage and provide proof of loss of that coverage. And

WHEREAS, reinstatement will be effective immediately following the loss of the employee's other health plan coverage,

NOW THEREFORE BE IT RESOLVED, that the Little Silver Board of Education offers the opt out plan to all active eligible employees, and

BE IT FURTHER RESOLVED, those active eligible employees who are eligible for other health care coverage will receive an incentive payment not more than 25% of the amount saved by the employer because of the waiver or \$5,000, whichever is less.

BE IT FURTHER RESOLVED, the incentive payment will be made once a year on the closest pay date to June 30 each year.

The decision of the Little Silver Board of Education to allow its employees to waive coverage, and the amount of incentive to be paid, cannot be subject to the collective bargaining process.

H. APPROVE EDUCATIONAL DATA SERVICES, INC.

to approve Educational Data Services, Inc. as a New Jersey Cooperative Bidding Program for our school and custodial supplies and trades bid. The licensing and maintenance fee for the 2019-2020 School Year will be \$3,000.

I. CUSTODIAN OF PUBLIC RECORDS & OPRA OFFICER

1. to approve the School Business Administrator/Board Secretary to be designated as the Custodian of Public Records for compliance with the Open Public Meetings Act, to serve until the next organization meeting.
2. to approve the School Business Administrator/Board Secretary as the Open Public Records Act (OPRA) Officer for the 2019-2020 school year and to charge the fees as applicable as per state law.

J. APPOINTMENT OF DISTRICT PURCHASING AGENT

that the following resolution be adopted by the Little Silver Board of Education:

WHEREAS, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (Currently \$40,000), may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and

WHEREAS 18A:18A-37,c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (Currently \$6,000) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution.

NOW, THEREFORE BE IT RESOLVED, that Little Silver Board of Education, pursuant to the statutes cited above hereby appoints Lindsey Case, as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Little Silver Board of Education, and

BE IT FURTHER RESOLVED that Lindsey Case is hereby authorized to award contracts on behalf of the Little Silver Board of Education that are in the aggregate less than 15% of the bid threshold (Currently \$6,000) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED that Lindsey Case is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Little Silver Board of Education when contracts in the aggregate exceed 15% of the bid threshold (Currently \$6,000) but are less than the bid threshold of \$40,000.

K. STATE CONTRACT PURCHASING

to adopt the following resolution authorizing the *Procurement of Goods and Services* through State Agency for the 2019-2020 school year.

WHEREAS, N.J.S.A. 18A:18A-10 provides that “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, The Little Silver Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Little Silver Board of Education desires to authorize its purchasing agent for the 2019-2020 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED that Little Silver Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors that have State Contracts. The Purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contract Number utilized.

L. APPOINTMENT OF POLICY SERVICES

that the following resolution be adopted by the Little Silver Board of Education:

WHEREAS, there exists a need for policy review services of the Little Silver Board of Education for the 2019-2020 school year, and

WHEREAS, it has been determined that such policy review services are specialized in nature, require expertise in the field of policy review and can be provided only by someone with knowledge of policy and is not reasonably possible to describe the required services with written bid specifications, and

WHEREAS, funds are or will be available for this purpose in an amount not to exceed \$6,000.

NOW, THEREFORE, BE IT RESOLVED, by the Little Silver Board of Education, in the County of Monmouth as follows:

1. The policy review services firm of Strauss Esmay Associates, Toms River, New Jersey is hereby retained to provide review services necessary.
2. This contract is awarded without competitive bidding as “Extraordinary Unspecifiable Services” in accordance with the Public Schools Contracts Law, N.J.S.A. 18A:18A(a)(1) because it is for services performed by persons that cannot be reasonably described and bid.
3. A copy of this resolution as well as the contract shall be placed on file with the Secretary of the Board.

M. APPOINTMENT OF RIGHT TO KNOW AND HAZARD COMMUNICATION SERVICE

that the following resolution be adopted by the Little Silver Board of Education:

WHEREAS, there exists a need for right to know and hazard communication services in connection with monitoring, treatment, and training as designated for the 2019-2020 school year, and

WHEREAS, it has been determined that such right to know and hazard communication services are specialized in nature, require expertise in the field, can be provided only by a licensed professional and is not reasonably possible to describe the required services with written bid specifications, and

WHEREAS, funds in the amount of \$4,500 are or will be available for this purpose.

NOW, THEREFORE BE IT RESOLVED, BY THE LITTLE SILVER BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

1. The services firm of Rullo & Juillet Associates, Inc., 878 A-1 Pompton Ave., Cedar Grove, NJ 07009 is hereby retained to provide these services necessary in conjunction with the laws and board policy.
2. This contract is awarded without competitive bidding as “Extraordinary Unspecifiable Services” in accordance with the Public School Contracts Law, N.J.S.A.18A:18A(a)(1) because it is for services performed by persons that cannot be reasonably described and bid.
3. A copy of this resolution as well as the contract shall be placed on file with the Secretary of the Board.

N. EMERGENCY MANAGEMENT PLAN

to reapprove and adopt the Emergency Management Plan for the Little Silver School District for the 2019-2020 school year.

O. ORGANIZATION CHART

to reapprove and adopt the organization chart of the Little Silver Board of Education for the 2019-2020 school year.

P. HEALTHCARE – THIRD PARTY ADMINISTRATOR

1. to approve the agreement between Horizon Blue Cross Blue Shield of Newark, NJ and Little Silver School District.
2. to re-approve the Little Silver School District 125 Plan, including the Flexible Spending Account, and re-approve Horizon as the Third Party Administrator for the 2019-2020 school year.

Q. APPROVE TAX SHELTER ANNUITY COMPANIES

that the Board re-approve the following 403(B) and 457 Tax Sheltered Annuity salary reduction agreements for the 2019-2020 school year:

AIG / Valic
Aspire
AXA Equitable
Lincoln Investment
Metropolitan Life
TJW Fiduciary

R. ADOPT SOP AND INTERNAL CONTROLS MANUAL

that the Board adopts the Administrative SOP (Standard Operating Procedures) and Internal Controls Manual for the 2019-2020 school year.

S. DOCTRINE OF NECESSITY

that the Board approve the following item:

WHEREAS, the School Ethics Act, N.J.S.A. 18AA:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998) but finds that there is a need to repeat and clarify its opinion; and

WHEREAS the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

WHEREAS, in keeping with the Legislative purpose as set forth in N.J.S.A. 18A:12-22(a) the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity:

NOW, THEREFORE BE IT RESOLVED, that the School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that must invoke the Doctrine of Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and

BE IT FURTHER RESOLVED, that Boards of Education and Charter School Boards of Trustees that invoke the Doctrine are directed to read the resolution at a regularly-scheduled public meeting, post it where it posts public notices for 30 days and provide the Commission with a copy;

BE IT FURTHER RESOLVED, that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of School Administrators, the New Jersey Association of School Business Officials and the New Jersey Education Association.

T. AUTHORIZE AGREEMENT FOR BOARD COUNSEL

WHEREAS, there exists a need for board counsel services in connection with Little Silver Board of Education, for the 2019-2020 School Year, and

WHEREAS, such board counsel services can be provided only by a board counsel firm and the firm of Cleary, Giacobbe, Alfieri, Jacobs, is so recognized as such a firm; and

WHEREAS, any and all work performed beyond the board counsel services will be payable to Cleary, Giacobbe, Alfieri, Jacobs, upon the submission of a voucher setting forth the time expended, and based upon the rate of \$155 per hour.

WHEREAS, funds in the amount of \$50,000 are or will be available for this purpose.

NOW, THEREFORE, BE IT RESOLVED, BY THE LITTLE SILVER BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

1. The board counsel firm of Cleary, Giacobbe, Alfieri, Jacobs, Matawan, NJ, is hereby retained to provide board counsel services necessary in conjunction with the Little Silver Board of Education.
2. The Contract is awarded without competitive bidding as a "Professional Service" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this resolution as well as the proposal shall be placed on file with the Secretary of the Board.
4. The approval of this resolution is based upon the approval of the Board Attorney.

U. COMPUTER SOFTWARE MAINTENANCE

WHEREAS, the Little Silver Board of Education has need for Computer Software Maintenance services to assist the district in daily usage of budget, payroll, and personnel software for the 2019-2020 School Year,

WHEREAS, it has been determined that the required services are specialized in nature, require expertise in the field of computers and software, and is not reasonably possible to describe the required services with written bid specifications.

NOW, THEREFORE, be it resolved that the Little Silver Board of Education shall award a contract in the amount of \$23,798 for these services as an extraordinary unspecifiable service to Systems 3000, 615 Hope Road, Eatontown, NJ.

BE IT FURTHER RESOLVED that the details of the computer software maintenance services and the costs will be covered by a mutually agreed upon contract filed in the Business Administrator/Board Secretary's Office.

V. APPROVE E-RATE

WHEREAS, there exists a need for telecommunication services for the Little Silver Board of Education for the 2019-2020 school year.

WHEREAS, it has been determined that such telecommunication services are specialized in nature, require expertise in the field of telecommunication and can be provided only by someone with knowledge of policy and is not reasonably possible to describe the required services with written bid specifications, and

WHEREAS, funds are or will be available for this purpose in an amount not to exceed \$4,000.

NOW, THEREFORE BE IT RESOLVED, BY THE LITTLE SILVER BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

1. The telecommunication services firm of On-Tech Consulting, Inc., 35 Elm Place, Red Bank, NJ, is hereby retained to provide telecommunication services necessary.
2. This contract is awarded without competitive bidding as "Extraordinary Unspecifiable Services" in accordance with the Public School Contracts Law, N.J.S.A.18A:18A(a)(1) because it is for services performed by persons that cannot be reasonably described and bid.
3. The Board of Education is required to review the most recent peer review report prior to the engagement of the annual audit, and to acknowledge its review of the peer review report in the minutes that authorizes the engagement of the public school accountant.

4. A copy of this resolution as well as the contract shall be placed on file with the Secretary of the Board.

ROLL CALL VOTE: Mr. Grant Mrs. Galbavy
 Mrs. Aninowsky Mrs. Glynn
 Mrs. Bateman Mr. Walsh
 Ms. Bennett

XIV. PROGRAMS

Motion by _____, seconded by _____, to approve the following staff members to serve as members of the Affirmative Action Team.

A. APPROVE AFFIRMATIVE ACTION TEAM

to approve the authorization of the following members of the Affirmative Action Team to conduct a needs assessment and develop a 3-year Comprehensive Equity Plan (CEP) including a corrective action plan as needed.

Name	Title
Jennifer Peirson	Affirmative Action Officer/Guidance Counselor
Carolyn Kossack	Superintendent of Schools
Pamela Albert-Devine	Principal
Eric Platt	Principal
Angela Rosen	Director of Curriculum and Instruction
Suzanne Lazzari	Director of Special Education
Julianna Ford	Guidance Counselor

ROLL CALL VOTE: Mrs. Aninowsky Mrs. Glynn
 Mrs. Bateman Mr. Grant
 Ms. Bennett Mr. Walsh
 Mrs. Galbavy

Motion by _____, seconded by _____, to approve the following resolutions:

B. APPROVE SCHOOL DANCE

to approve 8th grade student council dance with students from Little Silver, Shrewsbury and Red Bank on June 14, 2019.

C. APPROVE TEXTBOOK AND CURRICULUM GUIDES

to approve the Textbook and Curriculum Guides for the 2019-2020 school year as per attachment.

D. APPROVE TECHNOLOGY PLAN

to approve full support and implementation of the Little Silver School’s Technology Plan for the School Years 2019-2024 as per attachment.

E. APPROVE PROFESSIONAL DEVELOPMENT PLAN

to approve the Little Silver Professional Development Plan for the 2019-2020 school year as per attachment.

F. APPROVE DATA GOVERNANCE MANUAL

to approve implementation of the Little Silver School’s Data Governance Manual.

G. APPROVE SUBMISSION OF FUTURE READY EVIDENCE

to approve the submission of Future Ready evidence for Bronze Certification.

ROLL CALL VOTE:	Mrs. Bateman	Mr. Grant
	Ms. Bennett	Mrs. Aninowsky
	Mrs. Galbavy	Mr. Walsh
	Mrs. Glynn	

XV. FACILITIES AND TRANSPORTATION

Motion by _____, seconded by _____, to approve the following Safety Drills:

A. DRILLS

Point Road School -	Fire Drill: May 20, 2019, 8:55 AM
	Evacuation Drill: May 14, 2019, 1:05 PM
Markham Place School -	Fire Drill: May 20, 2019, 8:45 AM
	Evacuation Drill: May 14, 2019, 1:45 PM

B. APPOINTMENT OF INDOOR AIR QUALITY INVESTIGATION

that the following resolution be adopted by the Little Silver Board of Education for the 2019-2020 school year:

WHEREAS, there exists a need for IAQ Investigation services in connection with screenings of any of the schools of the Little Silver Board of Education.

WHEREAS, it has been determined that such IAQ Investigation services are specialized in nature, require expertise in the field of mold and fungus identification and remediation and can be provided only by a licensed professional and it is not reasonably possible to describe the required services with written bid specifications, and

WHEREAS, funds are or will be available for this purpose based on hourly rate fees.

NOW, THEREFORE BE IT RESOLVED BY THE LITTLE SILVER BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

The environmental services firm of Environmental Connection, Inc., Trenton, NJ is hereby retained to provide IAQ Investigation services necessary.

This contract is awarded without competitive bidding as “Extraordinary Unspecifiable Services” in accordance with the Public School Contracts Law, N.J.S.A. 18A(a)(1) because it is for services performed by persons that cannot be reasonably described and bid.

C. APPOINTMENT OF INTEGRATED PEST MANAGEMENT SERVICES

that the following resolution be adopted by the Little Silver Board of Education:

WHEREAS, there exists a need for integrated pest management services in connection with monitoring and treatment for the 2019-2020 school year, as designated.

WHEREAS, it has been determined that such integrated pest management services are specialized in nature, require expertise in the field of pest management, can be provided only by a licensed professional and is not reasonably possible to describe the required services with written bid specifications, and

WHEREAS, funds in the amount of \$4,000 are or will be available for this purpose.

NOW, THEREFORE BE IT RESOLVED, BY THE LITTLE SILVER BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

1. The services firm of Stank Environmental Services, Matawan, NJ is hereby retained to provide integrated pest management services necessary in conjunction with the laws and board policy of Integrated Pest Management.
2. This contract is awarded without competitive bidding as “Extraordinary Unspecifiable Services” in accordance with the Public School Contracts Law, N.J.S.A.18A:18A(a)(1) because it is for services performed by persons that cannot be reasonably described and bid.
3. A copy of this resolution as well as the contract shall be placed on file with the Secretary of the Board.

ROLL CALL VOTE:	Ms. Bennett	Mrs. Aninowsky
	Mrs. Galbavy	Mrs. Bateman
	Mrs. Glynn	Mr. Walsh
	Mr. Grant	

XVI. POLICY

A. FIRST READING POLICY/REGULATION

- P2436 - Activity Participation Fee Program
- R2464 – Gifted and Talented Pupils

B. SECOND READING POLICY

- P5111.01 - Tuition for Non-Resident Students

C. APPROVE POLICY

Motion by _____, seconded by _____, to approve Policy 5111.01 – Tuition for Non-Resident Students

ROLL CALL VOTE:	Mrs. Galbavy	Mrs. Bateman
	Mrs. Glynn	Ms. Bennett
	Mr. Grant	Mr. Walsh
	Mrs. Aninowsky	

XVII. OLD BUSINESS

XVIII. NEW BUSINESS

XIX. PUBLIC HEARING

XX. RESOLUTION OF THE LITTLE SILVER BOARD OF EDUCATION TO ENTER EXECUTIVE SESSION

Motion by _____, seconded by _____, to retreat to adopt 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 presently exist.

NOW, THEREFORE, BE IT RESOLVED, by the Little Silver 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:
 - a. Personnel: Employ Personnel, Voluntary Transfer, Approve Maternity/FMLA/NJFLA/Extended Child Care Leave, CSA Evaluation, confidential pursuant to N.J.S.A. 10:4-12(b)(8);
3. The Board will take action following closed executive session;
4. It is anticipated that the closed executive session will last approximately 30 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; and
6. This Resolution shall become effective immediately.

The Board adjourned into executive session at _____ PM.

VOICE VOTE:	Mrs. Glynn	Ms. Bennett
	Mr. Grant	Mrs. Galbavy
	Mrs. Aninowsky	Mr. Walsh
	Mrs. Bateman	

XXI. RETURN TO OPEN SESSION

VOICE VOTE:	Mrs. Bateman	Mr. Grant
	Ms. Bennett	Mrs. Aninowsky
	Mrs. Galbavy	Mr. Walsh
	Mrs. Glynn	

XXII. APPROVE RESOLUTIONS

Motion by _____, seconded by _____, to approve the following resolutions:

A. EMPLOY PERSONNEL

1. to approve Suzanne Cocozza as Long-Term Leave 4th Grade Teacher, pro-rated at \$53,500, Teacher BA/Step A-B, effective May 14, 2019 through on or about June 13, 2019.
2. to approve Erica Lencsak as Special Education Teacher at \$53,600, Teacher BA/Step A-B, effective September 3, 2019 through June 30, 2020.

B. APPROVE MATERNITY/FMLA/NJFLA LEAVE AND EXTENDED CHILD CARE LEAVE

to approve Maternity/Sick Leave for Kelsey Petrone effective on or about October 18, 2019 through on or about December 13, 2019, followed by FMLA/NJFLA effective on or about December 16, 2019 through on or about March 16, 2020, followed by a request for extended unpaid Child Care Leave from on or about

March 17, 2020 through the end of the 2019-2020 school year. Expected return to work date is on or about September 1, 2020.

ROLL CALL VOTE:	Ms. Bennett	Mrs. Aninowsky
	Mrs. Galbavy	Mrs. Bateman
	Mrs. Glynn	Mr. Walsh
	Mr. Grant	

XXIII. ADJOURNMENT

Motion by _____, seconded by _____, to adjourn at _____ PM.

ROLL CALL VOTE:	Mrs. Galbavy	Mrs. Bateman
	Mrs. Glynn	Ms. Bennett
	Mr. Grant	Mr. Walsh
	Mrs. Aninowsky	