

ASBURY PARK BOARD OF EDUCATION ASBURY PARK, NEW JERSEY

AGENDA

February 22, 2024

A. PRELIMINARY

1. Statement by Board President:

In accordance with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-6, P.L. 1975, c.231, s.1; amended 2006, c.70, s.2, the Asbury Park Board of Education has provided adequate notice of this meeting by sending a notice of the time, date, location, and to the extent known, the agenda of this meeting to Asbury Park Press and The New Coaster on January 8, 2024 via email. Copies of this notice have also been placed at the Administration Building bulletin board, District Schools, Asbury Park Municipal Building, Asbury Park Police Department and filed with the City Clerk on January 8, 2024.

2. Mission Statement by Board President:

Asbury Park School District will provide all students with a comprehensive and progressive education where everyone possesses the skills and character to succeed in a diverse, evolving global society.

3. Roll Call

4. Flag Salute

5. Presentations

-Review of 2023 Annual Comprehensive Financial Report by Holman/Frenia/Allison

6. Report of Committee Chairs

7. Review of Regular Meeting Agenda Items

8. Public Participation in Accordance with Board Policy 0167

In accordance with Board Policy 0167, the Asbury Park Board of Education recognizes the value of public comment on educational issues and other matters of importance, and provides members of the public with the opportunity to express themselves on school matters of community interest. The public comment portion of the meeting is not a question and answer session and all public comments shall be directed to the Board President or the presiding officer of the meeting.

Members of the public who wish to make public comments must be recognized by the presiding officer and provide his/her name, municipality of residence, and group affiliation, if applicable. All public comments shall be directed to the presiding officer and are limited to three minutes in duration. Members of the public who do not follow the foregoing rules and/or interfere with the orderly operation of the Board meeting may be removed from the meeting.

9. **Monthly HIB Report** (Attachment A.9)

10. **Superintendent's Report**

11. **State Monitor's Report**

12. **Acceptance of Minutes**

a. That the Board approve the minutes of the **Closed Session Meeting** held **December 14, 2023**.

Approved: _____ Tabled: _____ Rejected: _____

b. That the Board approve the minutes of the **Organization Meeting** held **January 4, 2024**. (Attachment A.12b)

Approved: _____ Tabled: _____ Rejected: _____

c. That the Board approve the minutes of the **Closed Session Meeting** held **January 4, 2024**.

Approved: _____ Tabled: _____ Rejected: _____

d. That the Board approve the minutes of the **Regular Meeting** held **January 25, 2024**. (Attachment A.12d)

Approved: _____ Tabled: _____ Rejected: _____

e. That the Board approve the minutes of the **First Closed Session Meeting** held **January 25, 2024**.

Approved: _____ Tabled: _____ Rejected: _____

f. That the Board approve the minutes of the **Second Closed Session Meeting** held **January 25, 2024**.

Approved: _____ Tabled: _____ Rejected: _____

Agenda

1. **Staff Appointments**

Upon the recommendation of the Superintendent, that the Board approves the staff appointments listed below, pending budget funding and sufficient student participation.

a. **Bernard Morrison**

PCR#: 4106-050-053-00001
 Assignment: Security Officer
 Location: MLK Middle School
 Salary: \$43,490, Step 2 of the 2023/2024 Security Officers Salary Guide (10-month, pro-rated)
 Effective: March 1, 2024 through June 30, 2024
 Account: 15-000-266-100-010-10
 Replacing: Jeffrey Dill, Retired

Approved: _____ Tabled: _____ Rejected: _____

b. **Maria Coppola**

PCR#: 3206-400-027-00001
 Assignment: Guidance Counselor
 Location: High School
 Salary: \$64,385, Step 1 MA of the 2023/2024 Teacher's Salary Guide (10-month, pro-rated)
 Effective: March 1, 2024 through June 30, 2024
 Account: 15-000-218-104-010-10
 Replacing: Elizabeth Francokopec; Resigned
 Contingency: Satisfactory Criminal History Review

Approved: _____ Tabled: _____ Rejected: _____

c. **2023-2024 Part-Time Security Officer**, effective February 23, 2024 through June 30, 2024. Part-Time Security Officers will be paid at the rate of \$29 per hour (as needed), not to exceed 25 hours per week using account number 11-000-266-100-075-12. Primary locations are listed below but they will be shared District-wide based on student needs as determined by Administration.

Antoinne Brown (MLK)

Approved: _____ Tabled: _____ Rejected: _____

d. **MLK Middle School Co-Curricular Advisors**, effective February 23, 2023 through June 5, 2024, to be paid at the rates listed below according to the negotiated agreement using account number 15-421-100-101-070-13. These positions are contingent upon budget funding and sufficient student participation.

Name	Advisor Position	Stipend/Rate
Jill Rosker	Photography Club	\$41/hr, 2:40 pm to 3:40 pm on Thursdays and Fridays
Keri Hennessey	Film Club	\$41/hr, 2:40 pm to 3:40 pm on Thursdays and Fridays

Approved: _____ Tabled: _____ Rejected: _____

e. Upon the recommendation of the Superintendent, that the Board will approve the following District staff members to serve as **2023-2024 Athletic Ancillary Personnel** in the positions listed:

Name	Position
Zakeema Fenter	Announcer, Site Manager & Videographer
Izhane Pelosi	Clock Operator, Score Keeper, Site Manager & Videographer

These appointments are effective February 23, 2024 through June 30, 2024, using account numbers 15-402-100-100-010-14 and 15-402-100-100-070-14 and will be paid at the rates listed below. The Athletic Director is responsible for assigning jobs for each athletic event. Only one person is allowed to serve in one position for each athletic event. All appointments and stipends/rates are contingent upon sufficient student participation, state mandated COVID-19 guidelines and NJSIAA regulations.

Position	Rate
Score Keeper	\$50/game
Ticket Taker/Seller	\$42/game
Clock Operator	\$50/game
Announcer	\$50/game
HS Site Manager	\$60/game
Videographer	\$60/game

Approved: _____ Tabled: _____ Rejected: _____

- f. Upon the recommendation of the Superintendent, that the Board approves the appointment of Paul Savoia as Homeless Liaison, effective February 15, 2024 through June 30, 2024. Mr. Savoia will receive a pro-rated stipend of \$5,000 using account number 15-000-211-173-XXX-10.

Approved: _____ Tabled: _____ Rejected: _____

2. 2023-2024 School Year Staff Reassignments and Transfers

Upon the recommendation of the Superintendent, that the Board approves the staff reassignments/transfers listed below.

- a. **Kaline Videau**, After School Academy (K-5) First Grade Teacher will be transferring from Bradley School to Thurgood Marshall School effective February 1, 2024.
- b. **Larry Davis Jr.**, Security Officer, will be transferred from his temporary assignment at Central Office to the High School effective February 26, 2024.
- c. **Ramon Williams**, Security Officer, will be transferred from his temporary assignment at MLK Middle School back to Central Office effective February 26, 2024.

Approved: _____ Tabled: _____ Rejected: _____

3. Salary Adjustment & Corrections

Upon the recommendation of the Superintendent, that the Board approves the following salary adjustments and corrections:

- a. **Brian Wildeman**, Physical Ed. & Health Teacher at the High School, will be paid \$84.61 per block for teaching an additional period to cover Dream Academy Physical Education for 12th Grade, effective February 6, 2024 through the end of the school year. Mr. Wildeman will work 2:30 pm to 3:30 pm on Tuesdays, Wednesdays and Thursdays using account number 15-140-100-101-010-10.
- b. **After School Academy (K-5)**, to reflect the correct effective dates and account numbers:
 - November 2023 through January 2024, uses account number 20-490-100-100-074-13; not to exceed total charge of \$35,857.
 - January 2024 through February 2024, uses account numbers 20-235-100-100-040-11 (BES) and 20-235-100-100-100-11 (TMES); not to exceed a total charge of \$26,000.
- c. **After School Academy (6-8)**, to reflect the correct effective dates and account numbers:
 - November 2023 through January 2024, uses account number 20-490-100-100-074-13; not to exceed a total charge of \$35,857.
 - January 2024 through February 2024, uses account number 20-235-100-100-070-11; not to exceed a total charge of \$17,500.

Approved: _____ Tabled: _____ Rejected: _____

4. Leave of Absences

Upon the recommendation of the Superintendent, that the Board approves the attached list of staff leave of absences (See Attachment B.4).

Approved: _____

Tabled: _____

Rejected: _____

5. Retirement

Upon the recommendation of the Superintendent, that the Board approves the retirement of the following employee:

- a. **Megan Tobino**, Elementary Teacher/5th Grade, effective July 1, 2024. Ms. Tobino has been with this district for 32 years. (PCR# 3001-800-019-00017)
- b. **Karen Lee Schwarz**, Music Teacher, effective July 1, 2024. Ms. Schwarz has been with this district for 21 years. (PCR# 3005-900-032-00001)
- c. **Mia Jones**, Special Education Teacher, effective July 1, 2024. Mrs. Jones has been with this district for 27 years. (PCR# 3003-500-046-00008)

Approved: _____

Tabled: _____

Rejected: _____

6. Administrative Leave

Upon the recommendation of the Superintendent, that the Board approves the administrative leave with pay of the employee listed below:

- a. Employee ID# 48734636 effective February 8, 2024.

Approved: _____

Tabled: _____

Rejected: _____

7. Job Title and Description Revisions

Upon the recommendation of the Superintendent, that the Board approves the revisions on the job description listed below (Attachment B.7):

- a. **1401 Assistant Superintendent of Human Resources and Daily Operations**

Approved: _____

Tabled: _____

Rejected: _____

8. New Job Description

Upon the recommendation of the Superintendent, that the Board approves the new job descriptions for the job creation approved on March 23, 2023 listed below (Attachment B.8a-8d):

- a. **1501 High School Principal**
- b. **1612 Director of Special Services**
- c. **1620 Director of Curriculum and Instruction**
- d. **5033 Confidential Data and Communications Systems Manager**

Approved: _____

Tabled: _____

Rejected: _____

- 9. Upon the recommendation of the Superintendent, the Board approves the Occupational Safety and Health Program Plan for the Asbury Park High School Career Academies (CTE).

Approved: _____ Tabled: _____ Rejected: _____

- 10. Upon the recommendation of the Superintendent, the Board approves 5 teachers who participated in the Teachers' Academy for Literacy held on February 7th, 2024 at a rate of \$41 per hour. Account number 20-270-200-100-074-20.

Andrews, Tiffeny
Melon, Ursula
Nicholson, Cordelia
Shader, Sandy
Vassilatos, Rachel

Approved: _____ Tabled: _____ Rejected: _____

11. Upon the recommendation of the Superintendent, the Board approves TeachRock founder, Steven Van Zandt to visit Dr. Martin Luther King Jr. Middle School in February to support the launch of TeachRock's Harmony Student Wellness Program. The purpose of the visit is to provide encouragement and build excitement around the implementation of Harmony. During the visit, Mr. Van Zandt will speak with teachers during universal lunch, and visit classrooms to see TeachRock curriculum in action and speak with students. At TeachRock, they are committed to providing high-quality educational resources to teachers and students everywhere. As part of those efforts to promote these resources and reach a wider audience, they film and take photographs during school visits with TeachRock founder, Steven Van Zandt. TeachRock will adhere to our district's photo release policy by obtaining written permission from our parents/guardians. No Cost to the District

Approved: _____ Tabled: _____ Rejected: _____

12. Upon the recommendation of the Superintendent, the Board approves School trips (Attachment B.12)

Approved: _____ Tabled: _____ Rejected: _____

C. RECOMMENDATIONS OF THE SUPERINTENDENT-BUSINESS AGENDA

1. Business Services

That the Board approve the following bills and claims:

- (a) Bills and Claims for February 2024 in the amount of \$3,649,713.81 (Attachment C.1a)
- (b) Payroll Report for January 2024 in the amount of \$2,965,022.44 (Attachment C.1b)
- (c) Board Secretary’s Report for December 2023 (Attachment C.1c) TO BE PROVIDED
- (d) Report of School Monies for December 2023 (Attachment C.1d) TO BE PROVIDED

Approved: _____ **Tabled:** _____ **Rejected:** _____

2. Appropriation Adjustments:

That the Board authorize the Business Administrator to make the following adjustments to the 2023-2024 school budgets. (Attachment C.2) TO BE PROVIDED

Approved: _____ **Tabled:** _____ **Rejected:** _____

3. Certification of No Over Expenditures

Secretary's Certification

I, Melissa Simmons, Interim School Business Administrator/Board Secretary certifies that no line item has been over expended in violation of N.J.A.C. 6A:23A-16.10(c)3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Interim School Business Admin/Board Secretary

Date

Board Resolution

Through the adoption of this resolution, we, the Asbury Park Board of Education, pursuant to N.J.A.C. 6A:23A-16.10(c)4, certify that as of December 2023, after review of the Interim Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10(c)4 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Approved: _____ **Tabled:** _____ **Rejected:** _____

4. Acceptance of Audit and Corrective Action Plan

WHEREAS, the Asbury Park Board of Education in accordance with NJSA 18A:23-1 must have a certified External Audit of the district’s account and financial transactions; and

WHEREAS, the Asbury Park Board of Education received the audit performed by Holman Frenia Allison P.C. and discussed said audit at its public meeting held on February 22, 2024; now

BE IT RESOLVED that the Asbury Park Board of Education accepts the audit for the 2023 school year, fiscal year ending June 30, 2023 and approves the Corrective Action Plan (CAP) as follows:

A	B	C	D	E	F
*AMR/ACFR Finding #	*Finding (Condition)	*Recommendation	*Method of Implementation	Person Responsible for	Completion Date
2023-001	The District has not maintained capital asset ledgers	That the District have a complete appraisal performed which is then maintained and updated annually	The district will hire a firm to perform and update the fixed asset ledger	Business Administrator/Board Secretary	June 30, 2024
2023-002	Some student counts on ASSA were not always able to be supported by the respective required documentation.	It is recommended that a sufficient audit trail is provided for all entries on the application for state school aid.	A Standard Operating Procedure developed and implemented to provide required audit track of students	Business Administrator/Board Secretary Data & Communication System Manager	June 1, 2024
2023-003	Excess cash in food service	That the District have a complete appraisal performed which is then maintained and updated annually	Monies was spent for construction in the summer of 2023	Business Administrator/Board Secretary	September 30, 2023

Approved: _____

Tabled: _____

Rejected: _____

5. Pupil Placements

- a. That the Board approve the placement of the following resident (and non-resident and Charter School) students at the facilities listed for the 2023-2024 school year.

Student ID#	D.O.B.	Classif	Placement/Services	Start Date	Tuition
1508077363	6-26-2011	OHI	Bright Harbor Healthcare (Ocean Academy)	2-7-2024	\$31,207.75
2534147188	3/2/2014	GENED	Neptune Middle School	9/6/2023	\$16,300.00/yr

Approved: _____

Tabled: _____

Rejected: _____

- b. The following pupils are to be dropped from their out of district placements.

Student ID#	D.O.B.	Classif	Placement/Services	Exit Date	Reason	Home School
5461396227	4-12-2016	AUT	The Shore Center	2-9-2024	Withdrew	BES
3703019720	1/13/2005	GENED	Neptune School District	October 31, 2023	Dropped due to lack of attendance	APHS

Approved: _____ Tabled: _____ Rejected: _____

6. Travel and Professional Development

Resolved that the Asbury Park Board of Education approve the travel and professional development requests as per the attached listing. (Attachment C.6)

Approved: _____ Tabled: _____ Rejected: _____

7. Acceptance of Grand Funds

a. Resolution to accept the 2023-2024, Individuals with Disabilities Education Act (IDEA Pre-School) additional rollover amount of \$875.00; grant period July 1, 2023 to September 30, 2024

Approved: _____ Tabled: _____ Rejected: _____

b. Resolution to revise the previously approved 2023-2024 Individuals with Disabilities Education Act (IDEA) Basic carry over. The Revised grant carry over allocation is \$95,068.00 (BASIC); grant period July 1, 2023 to September 30, 2024

Approved: _____ Tabled: _____ Rejected: _____

8. Donation

a. RESOLVED that the Asbury Park Board of Education accepts the donation from Two River Theater of 30 tickets for the March 8, 2024 “The Scarlet Letter” show being held at the Two River Theater with an estimated value of \$450 and as per Board Policy 7230 and on the recommendation of the Superintendent of Schools and as per the donor’s request, assigns the donation to the Asbury Park High School. The Board instructs the Superintendent of Schools to write a letter thanking Two River Theater (Red Bank, NJ).

Approved: _____ Tabled: _____ Rejected: _____

b. Resolved that the Asbury Park Board of Education accepts the donation from Abigail Daly on behalf of Bridge of Books Foundation, of 500 books geared towards Pre-K through 5th Grade Students with an estimated value of \$500 and as per Board Policy 7230 and on the recommendation of the Superintendent of Schools and as per the donor’s request, assigns the donation to the Thurgood Marshall Elementary School. The Board instructs the Superintendent of Schools to write a letter thanking Abigail Daly/Bridge of Books Foundation (Rumson, NJ).

Approved: _____ Tabled: _____ Rejected: _____

9. Motion to Go Into Executive Caucus

WHEREAS, the Open Public Meetings Act allows for the exclusion from discussion at the public portion of a meeting of certain matters as outlined below, and

WHEREAS, the Asbury Park Board of Education wishes to discuss such matters made and will make such discussion public when a proper conclusion has been reached:

NOW, THEREFORE BE IT RESOLVED that the Asbury Park Board of Education will hold a closed executive session on this date February 22, 2024 at Asbury Park, New Jersey, for the purpose(s) as outlined and described below. Upon return action may be taken.

- __1. Confidential Matters per Statute on Court Orders _____
- __2. Impact Rights to Receive Federal Funds _____
- __3. Unwarranted Invasion of Individual Privacy _____
- __4. Collective Bargaining _____
- __5. Acquisition of Real Property or Investment of Funds _____
- __6. Public Safety Procedures _____
- __7. Litigation or Contract Matters or Att./Client Privilege _____
- __8. Personnel Matters _____
- __9. Imposition of Penalties Upon an Individual _____

10. Adjournment