

**SHREWSBURY BOROUGH SCHOOL DISTRICT**  
**December 20, 2023 - Regular Meeting, 6:30 PM**  
**Media Center, 20 Obre Place, Shrewsbury, NJ 07702**

**MINUTES**

**1. Opening Procedures**

1.0 Call to order – 6:33 pm

1.1 Flag salute

1.2 Opening Statement

1.3 “Public notice of this was emailed to the Asbury Park Press and Star Ledger on July 14, 2023 in accordance with the Open Public Meetings Act PL 1975 CH 231, effective January 16, 1976. Notice has been posted in the Fern Ross entrance and Bell Foyer entrance to Shrewsbury Borough School. A copy of this notice is also on file in the office of the Borough Clerk.

1.4 Roll Call:

Ms. Groom (President)

Ms. Hemel (via phone @7:01 pm, left at 7:15 pm)

Ms. Montgomery

Mr. Galvin

Mr. Jannuzzi

Mr. Ngo

Absent:

Ms. Barber

Ms. Gourley-Thompson

Ms. Hepburn-Goldberg

Also Present:

Mr. MacConnell, Superintendent

Ms. Case, Business Administrator

Ms. Gifford, Board Attorney

1.5 Mission Statement:

The mission of the Shrewsbury Borough School District, a system built on successful cooperation among family, school and community, is to prepare all students to achieve excellence and to become responsible citizens through rigorous educational programs consistent with the New Jersey Core Curriculum Content State Standards and which respect individual differences and diversity. Students will be prepared to meet the challenges presented in the regional high school and the world beyond.

**2.0 Executive Session**

2.1 It was motioned by Ms. Montgomery, seconded by Ms. Groom to move into Closed Executive Session at 6:34 pm to discuss confidential personnel matters or Board Business and/or matters of attorney/client privilege and/or matters of litigation and/or negotiations or contractual matters from which the public may be excluded. Minutes of this meeting will be made available to the public when the need for confidentiality no longer exists.

	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>	<b>COMMENTS</b>
Ms. Barber				X	
Mr. Galvin	X				
Ms. Hemel				X	

Ms. Hepburn-Goldberg				X	
Mr. Jannuzzi	X				
Ms. Montgomery	X				
Mr. Ngo	X				
Ms. Gourley-Thompson				X	
Ms. Groom	X				

On a voice vote, five (5) members voted yes, zero (0) members voted no, four (4) member was absent

2.2 It was motioned by Ms. Montgomery, seconded by Mr. Galvin to reconvene into public session at 7:00 pm

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Ms. Barber				X	
Mr. Galvin	X				
Ms. Hemel				X	
Ms. Hepburn-Goldberg				X	
Mr. Jannuzzi	X				
Ms. Montgomery	X				
Mr. Ngo	X				
Ms. Gourley-Thompson				X	
Ms. Groom	X				

On a voice vote, five (5) members voted yes, zero (0) members voted no, four (4) member was absent

**3.0 Correspondence to the Board**

It was motioned by Ms. Montgomery, seconded by Mr. Galvin, to approve the following Correspondence to the Board as listed:

Email received Nov 30, 2023, ghemschoot@gmail.com, regarding “Fwd: what items were cut from the 2023-24 budget”

Email received Dec 1, 2023, jeff.hemschoot@gmail.com, regarding “Fwd: what items were cut from the 2023-24 budget”

Email received Dec 5, 2023, ghemschoot@gmail.com, regarding “Fwd: what items were cut from the 2023-24 budget”

Email received Dec 18, 2023, jannuzzic@sbs-nj.org, regarding “Fwd: what items were cut from the 2023-24 budget”

**4.0 Public Participation - Agenda Items Only - None**

The Board of Education recognizes the value of public comment on matters of interest to the school community. Individuals wishing to speak **must state their name and address**. Comments are limited to three minutes’ duration, but an individual may speak a second time after all others who wish to speak on the topic have been heard. All statements should be directed to the Board President and no participant may address or question Board members individually. All speakers are requested to express themselves in a civil manner, with due respect for the dignity and privacy of others whose legal rights may be affected. Please note: While it is not the Board’s intention to stifle comment on matters of legitimate concern, the public should be aware that if their statements violate the rights of others under the law of defamation or invasion of privacy, they may face personal liability to the injured party. If speakers are uncertain of the legal ramifications of their comments, the Board urges them to seek guidance beforehand from their own legal advisor.

**5.0 Superintendent’s Report - Mr. MacConnell**

- Annual tree lighting
- Faculty vs Harlem Wizards game
- Winter concert a success
- Annual Menorah lighting
- Highly successful Young Entrepreneur Club
- Friday, Dec 22, 2023, half day
- Enjoy break

It was motioned by Mr. Galvin, seconded by Mr. Jannuzzi to approve the following items as listed:

5.1 The Superintendent recommends that the Shrewsbury School District Board of Education approve the following District HIB Reports.

November 2023	0
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5.2 The Superintendent recommends that the Shrewsbury Board of Education approve the Memorandum of Agreement between Shrewsbury Borough Board of Education and Law Enforcement Officials for the 2023-2024 school year.

**6.0 Finance & Facilities - Mr. Galvin**

The Finance & Facilities Committee met on December 14, 2023

It was motioned by Mr. Jannuzzi, seconded by Ms. Groom to approve the following items as listed:

6.1 The Superintendent recommends the Shrewsbury School District Board of Education approve the following minutes as listed:

- 6.1.1 Regular Meeting Minutes, November 15, 2023
- 6.1.2 Executive Meeting Minutes, November 15, 2023

6.2 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the following:

**Payroll** for November and the **Bills list** for December (available for review in the Board Secretary’s Office)  
Policy #6470 Payment of Claims

November 15, 2023 Payroll	\$312,172.75
November 30, 2023 Payroll	\$287,945.34
<b>Total November 2023 Payroll</b>	<b>\$600,118.09</b>
<b>Total December 2023 Bills &amp; Claims</b>	<b>\$327,099.96</b>

**Transfer of Funds for November 2023** (available for review in the Board Secretary’s Office)  
Policy # 6422 Budget Transfers

WHEREAS NJAC 6A:20-2.13 “Over expenditure 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

**Board Secretary’s Monthly Certification for November 2023**

PURSUANT TO NJAC 6A:20-2.13(d), I certify that as of November 30,2023, no budgetary line item account has obligations and payments which in total exceed the amount appropriated by the Shrewsbury School District Board of Education pursuant to NJSA 18A:22-8 and 18A:22-8.1

**Board of Education Certification Budget Major/Fund Status for November 2023**

PURSUANT TO NJAC 6A:20-2.13(D), we certify that as of November 2023, 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.

I, Lindsey Case, Part-time 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.”



School Business Admin/Board Secretary

**Treasurer’s Report**

PURSUANT TO NJAC 6A:20-2.13(D), approve the Treasurer’s Report for November 2023.

**6.3 The following Fire and Evacuation Drills occurred during November and December 2023:**

School Name	Security Drill Type	Date & Time
Shrewsbury Borough School	Fire Drill	11/6/23 @ 1:39 pm
Shrewsbury Borough School	Emergency Drill	11/27/23 @ 9:24 am
Shrewsbury Borough School	Fire Drill	12/12/23 @ 10:59 am
Shrewsbury Borough School	Emergency Drill	12/13/23 @ 11:33 am

6.4 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the MOESC Non Public Services Instructional Services Agreement for Chapters 192-193 beginning on July 1, 2024, per a three-year agreement expiring on June 30, 2027. The Board of Education shall pay MOESC for its provision of Chapter 192 Services and Chapter 193 Services based on a ten (10) month billing, equal to the projected and actual student counts. MOESC shall submit a claimant certification in the amount of the billing on or about August 15th to the Board of Education.

6.5 The Superintendent recommends that the Board of Education approve the following student services for the 2023-2024 school year:

Student#	Service	Provider	Cost
7063	Occupational Therapy Evaluation	Diane Ames	\$350

6.6 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve Home Instruction for student #5982 on or about January 10, 2024 to February 21, 2024.

6.7 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the Memorandum of Understanding (MOU) between Shrewsbury Borough School District and Voyagers Community School for student #5604 not to exceed \$75,611.84 during the 2023-2024 school year.

6.8 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the disposal of assets per the attached list of obsolete equipment which is no longer useful for school purposes.

6.9 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the following agreement.

WHEREAS, the Shrewsbury Borough Board of Education and the Shrewsbury Borough Education Association and Employee ID 4615, seek to memorialize their understanding, as it relates to the procedures and payments for tuition reimbursement under the terms of the current collective bargaining agreement and affirming that the following agreement does not constitute a past practice or be used as evidence for future situation.

6.10 The Superintendent recommends that the Shrewsbury Borough School District Board of Education adopt the following Board Goals for the 2023-2024 school year:

**Goal 1** Continue to communicate the progress of the implementation of the referendum project with all stakeholder groups.

**Goal 2** Support administration and staff in their endeavor in the alignment of curriculum implementation of the new ELA and Math standards.

**Goal 3** Create and increase awareness and support of SEPAC (Special Education Parent Advisory Council). Investigate and develop various methods of improving and streamlining communications for the school community.

6.11. The Superintendent recommends that the Shrewsbury Borough School District Board of Education accept the grant submission for the 2024 NJ High Impact Tutoring Competitive Discretionary Grant Program in the amount of \$18,000 for October 11, 2023-August 31, 2024.

**7.0 Curriculum and Instruction - Ms. Montgomery**

Committee Report: The Curriculum and Instruction Committee met December 7, 2023

It was motioned by Ms. Montgomery, seconded by Mr. Galvin, to approve the following items as listed:

7.1 The Superintendent recommends that the Board approve the following professional development:

<b>Staff Member</b>	<b>Program/Workshop</b>	<b>Training Date</b>	<b>PD/Travel Cost</b>
Amanda Ehrhardt	Morphology: A Bridge to Enhance Students' Reading Fluency, Vocabulary, Comprehension & Spelling Skills Eatontown, NJ	December 6, 2024	\$4.79
Kate Hoppe Kelly Schlosser	Just Words Virtual	January 11, 2024	\$320.00
Cheryl Salway	2024 NJ District and School Testing Coordinator Training Atlantic City, NJ	January 26, 2024	\$57.34
Mike Tillett	2024 Expo Conference Harrah's Conference Center, Atlantic City, NJ	March 17-20, 2024	\$600.00
Kathleen Fitzpatrick	RBR CST Articulation Red Bank, NJ	February 21, 2024	\$4.19
Staci Fox	RBR CST Articulation Red Bank, NJ	February 21, 2024	\$4.19
Kristy Kiely	RBR CST Articulation Red Bank, NJ	February 21, 2024	\$4.19
Abigail Healy	RBR CST Articulation Red Bank, NJ	February 21, 2024	\$4.19
Roseanne Ansell	RBR CST Articulation Red Bank, NJ	February 21, 2024	\$4.19

7.2 The Superintendent recommends that the Board approve the following class trips for the 2023-2024 school year:

<b>Class/Group</b>	<b>Destination</b>	<b>Date(s)</b>	<b>Cost of Trip</b>	<b>Cost of Transportation</b>
Grade 8	Washington, DC	May 29-May 31, 2024	\$45,550	Included in total
Grade 7	New York City: 9/11 Memorial Museum & Museum of Jewish Heritage	May 2, 2024	\$8,500	Included in total
Grade 3	Poricy Park	April 19, 2024	\$975	\$850
Grade 6	PEEC	May 15-May 17, 2024	\$11,541	\$3,590

Grade 4	Shrewsbury Four Corners	April 25, 2024	\$150.00	\$0.00
Grade 5	Liberty Science Center	May 23, 2024 (new date)	\$1,096	\$945

**8.0 Personnel - Ms. Groom**

Committee Report: The Personnel Committee met on December 19, 2023

It was motioned by Ms. Groom, seconded by Mr. Galvin to approve the following items as listed:

8.1 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve Natalie Drzewiecki and Rebecca Goldzweig as substitute teachers for the 2023-2024 school year.

8.2 The Superintendent recommends that the Shrewsbury Borough School District Board of Education rescind Leigh Trillhaase and Jaime Corrigan as Cheerleading Coaches for the 2023-2024 school year.

8.3 The Superintendent recommends that the Board of Education approve Home Instruction for student #5982 for 5 hours per week at \$45.00/hour not to exceed \$ 1,350.00 from approximately January 10, 2024 to February 21, 2024 during the 2023-2024 school year as follows:

<b>Name</b>	<b>Content Area</b>	<b>Hourly Rate</b>	<b>Hours/Week</b>
Jillian Davis	English	\$ 45.00/hour	1 hour/week
Jillian Davis	Language Arts	\$ 45.00/hour	1 hour/week
John Rooney	Mathematics	\$ 45.00/hour	1 hour/week
John Rooney	Science	\$ 45.00/hour	1 hour/week
John Rooney	Social Studies	\$ 45.00/hour	1 hour/week

**9.0 Policy - Mr. Ngo - None**

Committee Report: The Policy Committee met on December 14, 2023

**10.0 School & Community Relations - Ms. Groom**

Committee Report: The School and Community Committee met on December 7, 2023

- Review agenda and check for red flags, concerns, etc.
- Review policy
- Traffic and dismissal concerns and engaged police for assistance

**11.0 Vote/Roll Call on Agenda Items**

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Ms. Barber				X	
Mr. Galvin	X				
Ms. Hemel	X				Via phone
Ms. Hepburn-Goldberg				X	
Mr. Jannuzzi	X				
Ms. Montgomery	X				Abstain - 6.9; 7.1 line 8
Mr. Ngo	X				
Ms. Gourley-Thompson				X	
Ms. Groom	X				

On a voice vote, six (6) members voted yes, zero (0) members voted no, one (1) abstained from items 6.9; 7.1line 8 and three (3) members were absent.

**12.0 Unfinished Business**

- None

**13.0 Public Participation - All Topics**

- Ms. Moore - “Great on their Behalf” recommended by Maria Wood. Thank you to Board Members and looking forward to beginning as a board member. )provided a handout)

**14.0 Board President’s Report - Ms. Groom**

- Thank you to Mr. Jannuzzi and Ms. Montgomery. Looking forward to working with Ms. Moore and Ms. Choi. Enjoy the break.

**15.0 Adjournment**

It was motioned by Ms. Groom, seconded by Mr. Jannuzzi, to adjourn the meeting at 7:19 p.m.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Ms. Barber				X	
Mr. Galvin	X				
Ms. Hemel				X	
Ms. Hepburn-Goldberg				X	
Mr. Jannuzzi	X				
Ms. Montgomery	X				
Mr. Ngo	X				
Ms. Gourley-Thompson				X	
Ms. Groom	X				

On a voice vote, five (5) members voted yes, zero (0) members voted no, four (4) members were absent