

**SHREWSBURY BOROUGH SCHOOL**  
**October 16, 2024 – Regular Meeting, 6:30 PM**  
**Media Center, 20 Obre Place, Shrewsbury, NJ 07702**

**AGENDA**

- 1. OPENING PROCEDURES - Ms. Groom**
- 2. EXECUTIVE SESSION**
  - Privacy Matters
  - Personnel Matters
  - Legal Services
- 3. CORRESPONDENCE TO THE BOARD - Ms. Groom**
- 4. PUBLIC PARTICIPATION RELATING TO AGENDA ITEMS ONLY**
- 5. SUPERINTENDENT’S REPORT - Mr. MacConnell**
- 6. FINANCE & FACILITIES - Mr. Ngo**
- 7. CURRICULUM AND INSTRUCTION - Ms. Gourley-Thompson**
- 8. PERSONNEL - Mr. Galvin**
- 9. POLICY - Ms. Barber**
- 10. SHREWSBURY & COMMUNITY RELATIONS - Ms. Hepburn-Goldberg**
- 11. VOTE/ROLL CALL ON AGENDA ITEMS**
- 12. UNFINISHED BUSINESS**
- 13. PUBLIC PARTICIPATION - All Topics**
- 14. BOARD PRESIDENT’S REPORT - Ms. Groom**
- 15. ADJOURNMENT**

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**1.0 Opening Procedures**

1.1 Call to order \_\_\_\_\_ pm

1.2 Flag salute

1.3 Opening Statement

1.4 "In compliance with PI 1975, Chapter 231, Open Public Meetings Act, notice of this meeting was advertised in the Asbury Park Press and the Star Ledger on June 5, 2024. A copy of this notice is posted at the entrance to the Shrewsbury Borough School and is posted on the district’s website. A copy of this notice is also on file in the office of the Borough Clerk.

1.5 Roll Call:

Ms. Groom - President	Ms. Gourley-Thompson Vice-President
Ms. Barber	Ms. Choi
Mr. Galvin	Ms. Hepburn-Goldberg
Ms. McCullough	Ms. Moore
Mr. Ngo	

Mr. MacConnell, Superintendent  
 Ms. Case, Business Administrator  
 \_\_\_\_\_, Attorney

1.6 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 Student Learning 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 \_\_\_\_\_, seconded by \_\_\_\_\_, to move into Closed Executive Session at \_\_\_\_\_ p.m. 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.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Ms. Barber					
Ms. Choi					
Mr. Galvin					
Ms. Hepburn-Goldberg					
Ms. McCullough					
Ms. Moore					
Mr. Ngo					
Ms. Gourley-Thompson					
Ms. Groom					

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On a voice vote, \_\_\_\_\_ members voted yes, \_\_\_\_\_ members voted no and \_\_\_\_\_ members were absent.

2.2 It was motioned by \_\_\_\_\_, seconded by \_\_\_\_\_, to reconvene into public session at \_\_\_\_\_ pm.

	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>	<b>COMMENTS</b>
Ms. Barber					
Ms. Choi					
Mr. Galvin					
Ms. Hepburn-Goldberg					
Ms. McCullough					
Ms. Moore					
Mr. Ngo					
Ms. Gourley-Thompson					
Ms. Groom					

On a voice vote, \_\_\_\_\_ members voted yes, \_\_\_\_\_ members voted no and \_\_\_\_\_ members were absent.

**3.0 Correspondence to the Board**

It was motioned by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following Correspondence to the Board as listed:

Email received Sep 21, 2024, [siobhandlillis@hotmail.com](mailto:siobhandlillis@hotmail.com), regarding “questions”

**4.0 Public Participation - Agenda Items Only**

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.

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

It was motioned by \_\_\_\_\_, seconded by \_\_\_\_\_, 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.

October 2024	0 HIB cases
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5.2 The Superintendent recommends that the Shrewsbury School District Board of Education approve the Nursing Services Plan for the 2024-2025 school year.

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

Committee Report: The Finance & Facilities Committee met on October 14, 2024

**Board of Education Certification Budget Major/Fund Status for September 2024**

PURSUANT TO NJAC 6A:20-2.13(D), we certify that as of September 30, 2024, 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

**Payroll Certification**

The School Business Administrator/Board Secretary reported, in compliance with N.J.S.A. 18A:19-1B, has certified the September 13, 2024 in the amount of \$293,612.51 and the September 30, 2024 in the amount of \$290,660.28 totaling \$584,272.79.

It was motioned by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following items as listed:

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

- 6.1.1 Regular Meeting Minutes, September 25, 2024
- 6.1.2 Executive Meeting Minutes, September 25, 2024

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

**Transfer of Funds for September 2024** (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.

**Bills List** for October 2024 (available for review in the Board Secretary’s Office)

Policy #6470 Payment of Claims

<b>Total October 2024 Bills List</b>	<b>\$164,329.57</b>
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**Board Secretary’s Monthly Certification for September 2024**

BE IT RESOLVED, that the financial reports of the Secretary to the Board of Education (Referenced below 6.0) and the Monthly Reconciliation Report (Referenced below 6.0) for September 30, 2024 which are in agreement be accepted as submitted and attached to and made part of the minutes of this meeting.

PURSUANT TO N.J.A.C. 6A:20-2.13(d), we certify that as of September 30, 2024, 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

**Treasurer’s Report**

PURSUANT TO N.J.A.C. 6A:20-2.13(d), approve the Treasurer’s Report for September 2024.

6.3 The following Fire and Evacuation Drills occurred during **October 2024**:

School Name	Security Drill Type	Date & Time
Shrewsbury Borough School	Fire Drill	10/4/24 - 10:28am
Shrewsbury Borough School	Lockdown	10/7/24 - 10:04am

6.4 The Superintendent recommends that the Shrewsbury Borough School District Board of Education adopt the following Board Goals for the 2024-2025 school year:

- Goal 1** - Support administration and staff in the endeavor to implement activities to address what was learned from the climate and culture survey.
- Goal 2** - Continue to support administration and staff in their endeavors in the alignment of curriculum implementation of the new ELA and Math standards.
- Goal 3** - Streamline communications to the school community while focusing on increasing stakeholder awareness of information of interest and providing highlights of staff, students, and programs.

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6.5 The Superintendent recommends that the Shrewsbury Borough School District Board of Education adopt the following District Goals for the 2024-2025 school year:

**Goal 1** - Tri-Yearly Writing Benchmarks that Address Research Writing

**Goal 2** - Multi-Tiered System of Supports

**Goal 3** - Building a Positive School Climate for Staff and Students

**Goal 4** - Reduce Incidences of Harassment, Intimidation, and Bullying

6.6 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the following student services for the 2024-2025 school year:

<b>Student#</b>	<b>Service</b>	<b>Provider</b>	<b>Cost</b>
7132	Neurodevelopmental Assessment	G&A/DPCNJ	\$660
7074	Assistive Technology Training	Adam Krass Consulting, LLC	\$170.00/hr

6.7. Approve the submission of the NJDOE Health and Safety Evaluation of School Buildings' Checklists for the 2024-2025 school year to the County Office.

6.8 WHEREAS, the Shrewsbury Borough School District Board of Education deems the attached listed property/obsolete books to be surplus property which is no longer useful for school purposes,

THEREFORE, be it resolved that the Shrewsbury Borough School District Board of Education authorize the School Business Administrator to offer the property/obsolete books for sale to other public entities without advertisement for bids in accordance with 18A:18A-45 c-f.

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

WHEREAS, the Department of Education requires New Jersey School Districts to submit a three-year Comprehensive Maintenance Plan and Form M-1 documenting "required" maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed for the various school facilities of the Shrewsbury Borough School District are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the Shrewsbury Borough School District Board of Education hereby authorizes the School Business Administrator to submit the Comprehensive Maintenance Plan and Form M-1 for the Shrewsbury Borough School District in compliance with Department of Education requirements.

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6.10 **REVISED** - The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the following Joint Transportation Route for the 2024-2025 school year with the Matawan-Aberdeen Regional School District as the Host District: (previously approved on June 26, 2024)

Route #	Destination	Host	Joiner	# of Days	Joiner Per Diem	Effective Dates	Estimated Cost
S001	Shore Center/ Shrewsbury Borough School	MARSD	SBS	210	\$339.10	9/6/24-6/17/25 9/9/24-6/24/25	\$71,211.67
S002	Hawkswood	MARSD	SBS	210	\$136.66	7/1/24-6/30/25	\$28,698.60

**7.0 Curriculum and Instruction - Ms. Gourley-Thompson**

Committee Report: The Curriculum and Instruction Committee met on October 8, 2024

It was motioned by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following items as listed:

7.1 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the following professional development:

Staff Member	Program/Workshop	Training Date	PD/Travel Cost
Joshua Levy	Foundations Level 3 Workshop (Virtual)	October 21, 2024	\$330.00
Kate Hoppe	Schoolwide: Empowering Literacy Through Language and Literature	October 25, 2024	\$26.60
Chrissy Bonura	RBR Articulation	October 10, 2024	\$1.79
Josh Biringer	RBR Articulation	October 10, 2024	\$0.38
Alison Wiesel	RBR Articulation	November 14, 2024	\$1.61
Laura Ehlers	RBR Articulation	November 14, 2024	\$1.41
Heather Cellary	RBR Articulation	November 13, 2024	\$1.88

7.2 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the revised field trip for the 2024-2025 school year previously approved on September 25, 2024.

Class/Group	Destination	Date(s)	Cost of Trip	Cost of Transportation
Grade 4	NJ Sea Grant Consortium, Sandy Hook, NJ	10/7/24	\$0	\$790

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7.3 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the revisions to the Shrewsbury Borough School District’s Gifted & Talented Program for the 2024-2025 school year.

**8.0 Personnel - Mr. Galvin**

Committee Report: The Personnel Committee met on October 15, 2024

It was motioned by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following items as listed:

8.1 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve a resolution to authorize the Superintendent, between the date this resolution is adopted and the next meeting of the Shrewsbury Board of Education, to take all actions necessary to protect the interest of the Shrewsbury Borough Public Schools including, but not limited to, employment of services, hiring and firing of employees under their jurisdiction subject to consultation with the appropriate district officials and the Board President and, further subject to ratification of the actions taken at the next regularly scheduled Board meeting to be held November 20, 2024.

8.2 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve Kathleen Fitzpatrick and Staci Fox to serve as mentors for Fiona Potter at the rate of \$275 each for the 2024-2025 school year. Mentoring fee to be deducted by payroll deduction.

8.3 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve Darianne Masticola to be on the New Jersey Task Force on Child Abuse and Neglect SubCommittee on the Safety of Children for the 2024-2025 school year.

8.4 The Superintendent recommends that the Shrewsbury Borough School District Board of Education approve the extension of Carey Abeleda as the Long Term Leave Replacement for Anne Frankel at the rate of BA/Step 1 \$56,730 (.60 FTE) prorated from December 1, 2024 until May 15, 2025 of the 2024-2025 school year.

**9.0 Policy - Ms. Barber**

Committee Report: The Policy Committee met on October 10, 2024

**10.0 School & Community Relations - Ms. Hepburn-Goldberg**

Committee Report: The School and Community Committee met on October 10, 2024



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

	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>	<b>COMMENTS</b>
Ms. Barber					
Ms. Choi					
Mr. Galvin					
Ms. Hepburn-Goldberg					
Ms. McCullough					
Ms. Moore					
Mr. Ngo					
Ms. Gourley-Thompson					
Ms. Groom					

On a voice vote, \_\_\_\_\_ members voted yes, \_\_\_\_\_ members voted no and \_\_\_\_\_ members were absent.

**12.0 Unfinished Business**

**13.0 Public Participation - All Topics**

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

**15.0 Adjournment**

It was motioned by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn the meeting at \_\_\_\_\_ pm.

	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>	<b>COMMENTS</b>
Ms. Barber					
Ms. Choi					
Mr. Galvin					
Ms. Hepburn-Goldberg					
Ms. McCullough					
Ms. Moore					
Mr. Ngo					
Ms. Gourley-Thompson					
Ms. Groom					

On a voice vote, \_\_\_\_\_ members voted yes, \_\_\_\_\_ members voted no and \_\_\_\_\_ members were absent.