

Minutes of the Special Public Meeting of the Monroe Township Board of Education which was held at the Monroe Township High School on March 29, 2023.

The meeting was called to order by Board President Chrissy Skurbe at 6:30 p.m.

**ATTENDANCE**

Ms. Carmen Alvarez  
Ms. Kathleen Belko  
Ms. Karen Bierman  
Ms. Gazala Bohra  
Ms. Gail DiPane  
Ms. Katie Fabiano  
Ms. Kate Rattner  
Ms. Chrissy Skurbe  
Mr. Peter Tufano

**JAMESBURG BOARD MEMBER REPRESENTATIVE PRESENT**

Ms. Michelle Scott

**STAFF PRESENT**

Dr. Adam Layman, Assistant Superintendent of Schools  
Ms. Laura Allen, Business Administrator/Board Secretary

**ATTORNEY PRESENT**

Mr. Vito Gagliardi, Porzio, Bromberg & Newman, P.C.

**MEMBERS OF THE PUBLIC** – approximately 187

After the Pledge of Allegiance, Ms. Skurbe requested a moment of silence in remembrance of those who lost their lives in the school shooting tragedy in Nashville this week.

The Board Secretary took the roll call then read the following statement:

In accordance with the provisions of the New Jersey Open Public Meetings Law, the Monroe Township Board of Education has caused notice of this meeting to be published and electronic notice provided by having the date, time, and place thereof posted March 24, 2023:

1. At all schools,
2. On the District website at <https://www.monroe.k12.nj.us/>,
3. Home News Tribune,
4. Cranbury Press,
5. Asbury Park Press and
6. Filed with the Clerk of the Municipality.

**CLOSED SESSION RESOLUTION**

Be It Resolved, that the Board of Education of the Township of Monroe hereby moves to go into Closed Session, in accordance with the Sunshine Law, Chapter 231 of the Public Laws of 1975 (N.J.S.A. 10:4-6 through 10:4-21), to discuss the following subject(s):

Minutes of the Special Public Meeting of the Monroe Township Board of Education which was held at the Monroe Township High School on March 29, 2023.

- Collective Negotiations
- Matters protected by attorney/client privilege.

Following closed session, action may be taken. The discussion conducted in closed session can be disclosed to the public at such time as the need for confidentiality no longer exists.

A motion was made by Ms. Bohra and seconded by Ms. Rattner that the members of the Board of Education go into closed session. Motion carried.

Adjourned to Closed Session at 6:34 p.m.

Returned to Public Meeting at 7:15 p.m.

### **PRESENTATIONS**

#### **PRESENTATION BY NEW JERSEY SCHOOL BOARDS ASSOCIATION ON BOARDSMANSHIP AND THE ROLE OF A BOARD MEMBER**

Ms. Patricia Rees, New Jersey School Board Field Representative, provided the members of the Board with a presentation on the Role of a Board Member and Boardsmanship.

The presentation covered the role of the Board and their responsibilities; the role of the Superintendent; Functions of the Board; Board Member meeting responsibilities; Board and Superintendent collaboration; and the Characteristics of an effective Board.

Ms. Rees stated that Board Members are Policy Makers, Visionaries/Goal Setters, and Communicators. Ms. Rees added that Policies give the Superintendent direction and basis for decision making; Visionaries/Goal Setters set the standards to quality education, to ensure that the Budget supports professional development, and holds Administrators accountable for achievement of Goals; and Communicators provide two-way communication between the community and the district, informs the public, and promotes public participation. Ms. Rees stressed that the role of a board member is not to run the schools, but to see that they are run well.

Ms. Skurbe opened the floor for questions any members may have.

Ms. DiPane inquired about completing the Superintendent's Evaluation considering she has only been a board member for a few short months. Ms. Rees responded that she could evaluate her based on the past three months.

Regarding the District's online policy manual, Ms. Rattner stated that By Laws and Policies are listed together and inquired about the differences between them and Regulations. Ms. Rattner requested that Ms. Rees provide some brief information relating to board members and the use of social media.

Ms. Belko requested that Ms. Rees explain the Board's responsibilities to questions that are raised during public forum. Ms. Rees stated that all questions should be directed to the chair of the meeting who may direct the question to someone else, but many times the information is taken, and a response is provided at a future time as the information for a response may not be

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known at the time. Sometimes answering questions on the fly at a meeting the response may not be the full and accurate information.

### **PUBLIC FORUM**

Brian Fabiano, Monroe Township – accused the Board of trying to fool the public by slipping the previously tabled job descriptions into this special meeting. Mr. Fabiano reported that the residents here tonight might not be able to change the Board’s decisions this evening, but they can make a change in November by voting them out.

Frank Marchione, Monroe Township – stated that he was speaking on behalf of the students regarding the Board’s reluctance to hire a football coach. Mr. Marchione stated that assistant coaches have stepped up. Mr. Marchione spoke in support of Mr. Dowling as he believes his job is being pulled out from under him.

Derek Artz, Monroe Township – inquired if the Board is under any legal guidance to abolish the Supervisor of Athletics position or if the goal that they are trying to achieve can be done by modifying the duties and title. Mr. Artz insinuated that someone on the Board has a vendetta against Mr. Dowling. Mr. Artz then provided some of Mr. Dowling’s accomplishments.

Joe Costa, Monroe Township – spoke in support of Mr. Dowling and the job he has been doing.

Vincent Pucciarelli – spoke in support of Mr. Dowling and encouraged the Board to keep his position.

Jason Walters, Monroe Township – inquired what the pros and cons are to abolishing the current job description and creating two new ones. Mr. Walters suggested that voting to approve the resolutions would be the wrong thing to do for the kids.

### **SUPERINTENDENT’S REPORT**

#### **BOARD ACTION (10-member vote)**

A motion was made by Ms. Bierman and seconded by Ms. Belko that Board Action Items A–B be approved by consent roll call.

A motion was made by Ms. Fabiano and seconded by Ms. DiPane to table the motion. Roll call 4-6-0-0-0. Motion did not pass with Ms. Bohra, Ms. Belko, Ms. Bierman, Ms. Scott, Ms. Skurbe, and Mr. Tufano voting no.

Ms. Bohra thanked the residents who came out last meeting and again this evening. Ms. Bohra reported that the items were tabled last month and brought back to the committee for review and changes were made. Ms. Bohra reported that the resolutions the Board is voting on are not for a specific person they are organizational changes that would benefit all.

Ms. Belko called the vote which was seconded by Ms. Bierman. Ms. Skurbe allowed Ms. Rattner to ask her question she had prior to the vote being called.

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Ms. Rattner inquired if there was a reason that the position has to be abolished rather than modifying the position for the same title. Dr. Layman responded that organizationally Monroe is a large enough district to warrant a Director of Athletics and some duties that are being pulled away from the current position are being assigned to another supervisory role.

Roll call vote on Items A-B.

Item A failed to carry with Ms. Alvarez, Ms. DiPane, Ms. Scott, and Ms. Fabiano voting no and Ms. Rattner voting no on #1 & #3 and recusing on A #2, #4, & #5.

Item B passed with Ms. Fabiano, Ms. Alvarez, and Ms. DiPane voting no and Ms. Rattner abstaining on the job description for the Supervisor of Instruction/Fine and Performing Arts, Health and Physical Education and voting no on the job description for Director of Athletics and Co-Curricular Programs. A copy of the Board Action section of the Superintendent's Report is attached to the official set of minutes.

#### **BUSINESS ADMINISTRATOR'S REPORT/RECOMMENDATIONS (10-member vote)**

A motion was made by Ms. Belko and seconded by Ms. Fabiano that Board Action Item A under the 10-member vote be approved by consent roll call. Roll call 10-0-0-0-0. Motion carried. A copy of the Board Action section of the Business Administrator's Report is attached to the official set of minutes.

#### **RESOLUTION AUTHORIZING PARTICIPATION UNDER THE STATE HEALTH BENEFITS PROGRAM (SHBP) AND/OR SCHOOL EMPLOYEES' HEALTH BENEFITS PROGRAM (SEHBP)**

A motion was made by Mr. Tufano and seconded by Ms. Belko that members of the Monroe Township Board of Education approve the previously submitted resolution and authorize participation under the State Health Benefits Program (SHBP) and/or School Employees' Health Benefits Program (SEHBP), subject to collective negotiations.

Mr. Gagliardi explained that this agenda item is not making a change to the health benefits program for members of the MTEA, the only thing the resolution is doing is giving the Board the flexibility to pursue this if collective bargaining allows the Board to do so. Roll call 6-0-4-0-0. Motion carried with Ms. Alvarez, Ms. DiPane, Ms. Fabiano, and Ms. Rattner abstaining from the vote and recusing from the discussion.

#### **NEXT PUBLIC MEETING**

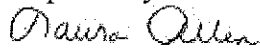
Ms. Skurbe stated that the next public meeting of the Monroe Township Board of Education will convene at 6:30 p.m. on Wednesday, April 26, 2023.

#### **ADJOURNMENT**

A motion was made by Ms. Belko and seconded by Ms. Rattner that the meeting be adjourned. Motion carried. The public meeting adjourned at 8:22 p.m.

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Respectfully submitted,

A handwritten signature in cursive script that reads "Laura Allen".

Laura Allen, CPA

Business Administrator/Board Secretary

The video recording of this meeting of the Monroe Township Board of Education can be found on the district website or at the following link:

<https://monroetv.viebit.com/index.php?folder=Board+of+Education>



**Wednesday, March 29, 2023**  
**MONROE TOWNSHIP BOARD OF EDUCATION MONTHLY AGENDA**

**PLEASE TURN OFF ALL CELL PHONES DURING THE MEETING**  
**ALL INDIVIDUALS SITTING AT THE BOARD TABLE SHOULD HAVE THEIR PHONES PUT AWAY**

**MONROE TOWNSHIP HIGH SCHOOL**  
**200 SCHOOLHOUSE ROAD**  
**MONROE TOWNSHIP, NJ 08831**  
**6:30 P.M.**

Any member of the public may record the proceedings of a public meeting of the Board in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board Members or other observers present at the meeting.

The Board will permit the use of tape recorders, still or movie cameras, or videotape cameras only when notice of such intended use has been given to the Board Secretary one day in advance of the meeting. Any video recording device must be located and operated from inconspicuous locations in the meeting room as determined by the presiding officer of the meeting. The presiding officer may also limit the number of video recording devices if he/she determines the number and position of the video recording devices will be an unnecessary intrusion to the meeting. In this event, preference will be given based on the order in which prior notice requesting to record the meeting was provided to the Board Secretary. The presiding officer shall determine when any recording device interferes with the conduct of a Board meeting and may order that an interfering device be removed.

### **1. CALL TO ORDER**

### **2. PLEDGE OF ALLEGIANCE**

### **3. ROLL CALL**

Subject	A. BOARD MEMBERS
Meeting	Mar 29, 2023 - MONROE TOWNSHIP BOARD OF EDUCATION MONTHLY AGENDA
Category	3. ROLL CALL
Type	Information

Ms. Carmen Alvarez  
 Ms. Kathleen Belko  
 Ms. Karen Bierman  
 Ms. Gazala Bohra  
 Ms. Gail DiPane  
 Ms. Katie Fabiano  
 Ms. Kate Rattner  
 Ms. Chrissy Skurbe  
 Mr. Peter Tufano

#### **JAMESBURG BOARD MEMBER REPRESENTATIVE (See Note 2)**

Ms. Michelle Scott

#### **STUDENT BOARD MEMBERS**

Mr. Shivank Lattupally

Ms. Hetvi Thakker

**4. STATEMENT**

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Subject A. STATEMENT

Meeting Mar 29, 2023 - MONROE TOWNSHIP BOARD OF EDUCATION MONTHLY AGENDA

Category 4. STATEMENT

Type Information

In accordance with the provisions of the New Jersey Open Public Meetings Law, the Monroe Township Board of Education has caused notice of this meeting to be published and electronic notice provided by having the date, time, and place thereof posted March 24, 2023:

1. At all schools,
2. On the District website at <https://www.monroe.k12.nj.us/>,
3. Home News Tribune,
4. Asbury Park Press,
5. Cranbury Press, and
6. Filed with the Clerk of the Municipality.

**5. CLOSED SESSION RESOLUTION**

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Subject A. CLOSED SESSION RESOLUTION

Meeting Mar 29, 2023 - MONROE TOWNSHIP BOARD OF EDUCATION MONTHLY AGENDA

Category 5. CLOSED SESSION RESOLUTION

Type

Be It Resolved, that the Board of Education of the Township of Monroe hereby moves to go into Closed Session, in accordance with the Sunshine Law, Chapter 231 of the Public Laws of 1975 (N.J.S.A. 10:4-6 through 10:4-21), to discuss the following subject(s):

- Matters protected by attorney/client privilege
- Collective Negotiations

Following closed session, action may be taken. The discussion conducted in closed session can be disclosed to the public at such time as the need for confidentiality no longer exists.

**6. PRESENTATIONS**

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Subject A. PRESENTATION BY NEW JERSEY SCHOOL BOARDS ASSOCIATION

Meeting Mar 29, 2023 - MONROE TOWNSHIP BOARD OF EDUCATION MONTHLY AGENDA

Category 6. PRESENTATIONS

Type

Presentation by New Jersey School Boards Association on Boardsmanship and the role of a board member

**7. PUBLIC FORUM**

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Subject A. PUBLIC FORUM (See Note 3)

Meeting Mar 29, 2023 - MONROE TOWNSHIP BOARD OF EDUCATION MONTHLY AGENDA

Category 7. PUBLIC FORUM

Type Information

See Note 3.

## **8. SUPERINTENDENT'S REPORT/RECOMMENDATIONS**

Subject A. SUPERINTENDENT'S REPORT

Meeting Mar 29, 2023 - MONROE TOWNSHIP BOARD OF EDUCATION MONTHLY AGENDA

Category 8. SUPERINTENDENT'S REPORT/RECOMMENDATIONS

Type Action

**In accordance with N.J.S.A. 18A:38-8.1, the Jamesburg Representative is eligible to vote on the items delineated by an asterisk (\*) in the Superintendent's Board Action section of the Agenda.**

### **BOARD ACTION (Items A through B)**

- A. **\*WHEREAS**, the Education Laws of the State of New Jersey authorize boards of education to change the administrative or supervisory organization of a district for reasons of efficiency or for other good cause, including the creation of new positions and modification of existing positions, as are deemed necessary to the efficient operation of the district; and

**WHEREAS**, the after due consideration, the Superintendent strongly believes that a reorganization of the supervision and administration of the District's Arts, Health, Physical Education, and Co-Curricular programs is required and desirable to effectuate improvements in the efficiency and substance of those programs; and

**WHEREAS**, the Superintendent recommends that the following actions be approved by the Board of Education in furtherance of such administrative and supervisory reorganization:

1. Abolish the existing position of Supervisor of Athletics, Health & PE, & Co-Curricular;
2. Modify the existing position and job description of Supervisor of Instruction\*/Applied Arts and Careers to be Supervisor of Instruction\*/Fine & Performing Arts, Health and Physical Education;
3. Create the new position of Director of Athletics and Co-Curricular Programs;
4. Approve the job descriptions for the revised position of Supervisor of Instruction\*/Fine & Performing Arts, Health and Physical Education and for the new position of Director of Athletics and Co-Curricular Programs; and
5. Direct the Superintendent to make such personnel decisions and bring such recommendations to the Board of Education as are required and desirable to effectuate the recommended administrative and supervisory reorganization; and

**WHEREAS**, following independent consideration, the Board of Education believes that approval of the recommended administrative and supervisory reorganization is in the best interests of the District;

**NOW THEREFORE BE IT RESOLVED**, by the Monroe Township of Education that the recommended administrative and supervisory reorganization described above hereby is approved; and

**BE IT FURTHER RESOLVED**, that the Board hereby approves the job descriptions for the revised position of Supervisor of Instruction\*/Fine & Performing Arts, Music, Health and Physical Education and for the new position of Director of Athletics and Co-Curricular Programs; and

**BE IT FURTHER RESOLVED**, that the Board hereby authorizes the Superintendent to take all actions necessary to effectuate the terms of this Resolution.

- B. \*It is recommended by the Superintendent of Schools that the Board approve the following job descriptions:



Director of Athletics and Co-Curricular Programs  
 Supervisor of Instruction/Fine and Performing Arts, Health and Physical Education

## **9. BUSINESS ADMINISTRATOR'S REPORT RECOMMENDATIONS**

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Subject A. BUSINESS ADMINISTRATOR'S REPORT

Meeting Mar 29, 2023 - MONROE TOWNSHIP BOARD OF EDUCATION MONTHLY AGENDA

Category 9. BUSINESS ADMINISTRATOR'S REPORT RECOMMENDATIONS

Type

**In accordance with N.J.S.A. 18A:38-8.1, the Jamesburg Representative is eligible to vote on the items delineated by an asterisk (\*) in the Business Administrator's Board Action section of the Agenda.**

### **BOARD ACTION (Item A)**

#### **A. \* BILL LIST**

It is recommended that the bills totaling \$576,786.52 be ratified by the Board. The bills have been reviewed and certified by the Chairperson of the Finance Committee and Business Administrator.

File Attachments

[Bill List 3-29-23 Board Meeting.pdf \(318 KB\)](#)

## **10. RESOLUTION AUTHORIZING PARTICIPATION UNDER THE STATE HEALTH BENEFITS PROGRAM (SHBP) AND/OR SCHOOL EMPLOYEES' HEALTH BENEFITS PROGRAM (SEHBP)**

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Subject A. RESOLUTION AUTHORIZING PARTICIPATION UNDER THE (SHBP) AND/OR (SEHBP)

Meeting Mar 29, 2023 - MONROE TOWNSHIP BOARD OF EDUCATION MONTHLY AGENDA

Category 10. RESOLUTION AUTHORIZING PARTICIPATION UNDER THE STATE HEALTH BENEFITS PROGRAM (SHBP) AND/OR SCHOOL EMPLOYEES' HEALTH BENEFITS PROGRAM (SEHBP)

Type

It is recommended that members of the Monroe Township Board of Education approve the previously submitted resolution and authorize participation under the State Health Benefits Program (SHBP) and/or School Employees' Health Benefits Program (SEHBP), subject to collective negotiations.

## **11. NEXT SCHEDULED BOARD OF EDUCATION MEETING APRIL 26, 2023**

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Subject A. NEXT SCHEDULED BOARD OF EDUCATION MEETING APRIL 26, 2023

Meeting Mar 29, 2023 - MONROE TOWNSHIP BOARD OF EDUCATION MONTHLY AGENDA

Category 11. NEXT SCHEDULED BOARD OF EDUCATION MEETING APRIL 26, 2023

Type

The next scheduled Board of Education Meeting is scheduled for April 26, 2023 6:30 p.m.

## **12. ADJOURNMENT**

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Subject A. NOTES

Meeting	Mar 29, 2023 - MONROE TOWNSHIP BOARD OF EDUCATION MONTHLY AGENDA
Category	12. ADJOURNMENT
Type	Action

### **NOTES**

**Note 1:** Any member of the public may record the proceedings of a public meeting of the Board in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board Members or other observers present at the meeting.

The Board will permit the use of tape recorders, still or movie cameras, or videotape cameras only when notice of such intended use has been given to the Board Secretary one day in advance of the meeting. Any video recording device must be located and operated from inconspicuous locations in the meeting room as determined by the presiding officer of the meeting. The presiding officer may also limit the number of video recording devices if he/she determines the number and position of the video recording devices will be an unnecessary intrusion to the meeting. In this event, preference will be given based on the order in which prior notice requesting to record the meeting was provided to the Board Secretary. The presiding officer shall determine when any recording device interferes with the conduct of a Board meeting and may order that an interfering device be removed.

**Note 2:** The Jamesburg Representative shall be eligible to vote on only those matters specifically designated in N.J.S.A 18A:38-8.1, as follows:

1. Tuition to be charged the sending district by the receiving district and the bill lists or contracts for the purchase, operation or maintenance of facilities, equipment and instructional materials to be used in the education of the pupils of the sending district.
2. New capital construction to be utilized by sending district pupils.
3. Appointment, transfer or removal of teaching staff members providing services to pupils of the sending district, including any teaching staff member who is a member of the receiving district's central administrative staff.
4. Addition or deletion of curricular and extracurricular programs involving pupils of the sending district.
5. Any matter directly involving sending district students or programs and services used by them.
6. The annual receiving district budget.
7. Any collectively-negotiated agreement involving employees who provide services used by sending district students.
8. Any individual employee contracts not covered by a collectively-negotiated agreement, if those employees provide or oversee programs or services utilized by sending district students.
9. Any matter concerning governance of the receiving district board of education, including, but not limited to, the selection of board president and vice-president, approval of board bylaws, and the employment of professionals or consultants such as attorneys, architects, engineers, or others who provide services to the receiving district board of education.

In accordance with N.J.S.A. 18A:38-8.1, the Jamesburg Representative is eligible to vote on the items delineated by an asterisk (\*) in the Superintendent's and Business Administrator/Board Secretary's Board Action section of the Agenda.

**Note 3:** Public discussion is confined to this portion of the Agenda unless permission is granted by the Board President prior to the start of the meeting or when the Board is considering a Special Agenda Item that the Board deems appropriate for public participation. Anyone wishing to address the Board is requested to stand and state his/her name and address.