

LITTLE EGG HARBOR BOARD OF EDUCATION
November 16, 2011
4:00 p.m.
Frog Pond Elementary School – Multi-Purpose Room

Call to Order:

The meeting was called to order by Ms. Frasca at 4:15 p.m.

Roll Call:

Mr. Cimino	- Absent	Mr. Sanzari	- Late – arrived at 5:07 p.m.
Mr. Daleo	- Late – arrived at 5:05 p.m.	Mr. Wood	- Yes
Mr. Held	- Yes	Ms. Frasca	- Yes
Mr. Maleski	- Yes		

Executive Session:

Motion by M. Maleski. Seconded by R. Wood.

To enter into Executive Session at 4:16 p.m. for the purpose of personnel, negotiations, litigation, student matters and any other action appropriate for executive session. Action may or may not be taken upon return to regular session.

Roll Call:

Mr. Cimino	- Absent	Mr. Sanzari	- Absent
Mr. Daleo	- Absent	Mr. Wood	- Yes
Mr. Held	- Yes	Ms. Frasca	- Yes
Mr. Maleski	- Yes		

Mrs. Coates stated the motion carried.

Out of Executive Session:

The Board returned to public session at 5:59 p.m.

Work Session:

Ms. Frasca announced that the Board entered public session at 5:59 p.m.

Charlene Zoerb, New Jersey School Boards Association – Ms. Zoerb presented information on Parliamentary Procedure.

Pledge of Allegiance:

Ms. Frasca led in the pledge of allegiance.

Open Public Meeting Act:

At 6:45 p.m. Ms. Frasca read the following statement:

This is to advise the general public that in compliance with the Open Public Meetings Act, the Little Egg Harbor Board of Education caused to be posted at the Office of the Board of Education located at 307 Frog Pond Road, Little Egg Harbor, NJ and faxed on November 4, 2011 to the Asbury Park Press, Atlantic City Press, Manahawkin Newspapers, and Sandpaper and to the office of the Municipal Clerk of Little Egg Harbor, a meeting notice setting forth the time, date and location of this meeting.

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Superintendent's Report:

Dr. Frank Kasyan, Superintendent of Schools

Dr. Frank Kasyan reported on the following:

- LEEP program, dismissal procedures
- Field Restoration Project including the bleachers, fence and grass
- District Financial Audit
- Dr. Kasyan discussed the I-pad Pilot Project

Presentations:

Mr. Matthew Stanger, Blue Sky Power and Mr. Brooks Garrison, Garrison Architects - Solar Project – Mr. Stanger presented the proposed Solar Project.

Mr. Michael Garcia of Ford, Scott and Associates – Presentation of 6/30/11 Audit. Dr. Kasyan noted this is our 7th year with no audit recommendations – Dr. Kasyan thanked Lynn Coates and her staff, as well as the administrative team. Mr. Garcia stated the district should be congratulated on the outcome of the audit. Nutriserve has had an outstanding turnaround.

Dr. Frank Kasyan and Mrs. Jacqueline Truzzolino – Presentation on Analytic Instruction

Open to Public:

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest as cited in Policy No. 0167.

The public may comment on any item on the agenda at this time, general public comment will occur later in the meeting.

There were no public comments at this time.

Board Forum:

Ms. Frasca stated the conferences were enlightening and thanked Mrs. Coates and her staff.

Mr. Daleo volunteered to review bills. Ms. Frasca will assist Mr. Daleo through the first round.

Mrs. Coates stated she appreciated the acknowledgement regarding the outstanding audit, and wanted to thank everyone involved. Mrs. Coates continued by stating it is a team effort to achieve an outstanding audit for seven consecutive years and would like to thank the following staff for making it happen – Food Service, Student Activities Accounting, Payroll, General Ledger Accounting, Purchasing, State Reporting and State Regulations, Grant Administration, Fixed Asset Inventory, Expenditures, Budgeting and Cash Flow Analysis, Board Secretary's and Treasurer's Report, Internal Controls and Standard Operating Procedures, and Transportation Reports and Contracts.

Board Committee Update:

There was none at this time.

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Board Secretary

Date

Pursuant to N.J.A.C. 6A:22-1.11 (c) 4, we certify that as of September 2011, after review of the Secretary's monthly financial reports (appropriations section) and upon consultation with the Business Administrator and other 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:2202.11 (c) 4 I–VI and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**September -
2011 Treasurer's
Report:**

To accept the Treasurer's Report for the months of September 2011. The Board Secretary Report and the Report of the Treasurer are in agreement.

**Approval of
Payroll:**

To approve the payroll as follows:

October 28, 2011	\$769,501.23
November 15, 2011	\$774,325.60
Total	*\$1,543,826.83

*Gross Pay includes gross pay, employer share of FICA and Medicare.

Roll Call:

Mr. Cimino	- Absent	Mr. Sanzari	- Yes
Mr. Daleo	- Yes	Mr. Wood	- Yes
Mr. Held	- Yes	Ms. Frasca	- Yes
Mr. Maleski	- Yes		

Mrs. Coates stated the motion carried.

Travel

Motion by R. Sanzari. Seconded by K. Held.

To approve travel and related expense reimbursement per policy. Mr. Held asked for clarification.

Mrs. Coates responded.

**Flexible
Spending
Account
(Required by
Chapter 78):**

To approve and adopt and that the proper officers of the Corporation are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

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Resolved that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan with Horizon Blue Cross/Blue Shield of New Jersey and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

Resolved, that the proper officers of the Corporation shall act as soon as possible to notify the employees of the Corporation of the adoption of the Cafeteria Plan by providing a copy of the summary description of the Plan in the form of the Summary Plan Description.

**Amendment to
PPA, HEART
and WRERA:**

To approve the following:

The undersigned authorized representative of the Little Egg Harbor Board of Education hereby certifies that the following resolutions were duly adopted by the Little Egg Harbor Board of Education on November 16, 2011 and that such resolutions have not been modified or rescinded as of the date hereof;

Resolved, that the PPA, HEART and WRERA Amendment to the VALIC plan is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the amendment.

The undersigned further certifies that attachment hereto is a copy of the Amendment approved and adopted in the foregoing resolution.

**2011-2012
Budget Plan of
Action:**

To authorize the 2012-2013 Budget Plan of Action as presented. Public Meeting dates to be determined.

Audit

To accept the audit report (CAFR and AMR), and the synopsis of audit for the year ending June 30, 2011. There are no audit recommendations; therefore no corrective action plan is required.

**Facilities
Approvals**

To approve the following:

- Comprehensive Maintenance Plan
- Annual Maintenance Budget Amount Worksheet (M-1)
- Estimated Local Share Worksheet

The district's required maintenance activities are reasonable and keep the school facility open and safe

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for use or in its original condition and maintain the validity of their warranties.

**Capital Project
Determination:**

To accept the Power Purchase Agreement Capital Project Determination as follows:

State Project No. 2690-030-12-1000
Frog Pond Elementary School
State Project No. 2690-050-12-1000
George Mitchell Elementary School

**Change Order –
Frog Pond Fence
Project:**

To approve the following change order. Please note: there is a \$5,000 allowance included in the original bid:

BOE Approval Date	Notes	Change Order	Original contract amount \$51,540
10/19/11	Additional 90 feet of fencing around dumpster at the Frog Pond School	1	\$2,610
	New amount including this change order – contract amount will not change		\$51,540
11/16/11	To furnish and install a 6' walk gate and relocate 4' walk gate. \$2,390 Allowance \$350 Change Order	2	\$2,740
	New amount including this change order – contract amount will not change		\$51,890

Roll Call:

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Mr. Cimino	- Absent	Mr. Sanzari	- Yes
Mr. Daleo	- Yes	Mr. Wood	- Yes
Mr. Held	- Yes	Ms. Frasca	- Yes
Mr. Maleski	- Yes		

Mrs. Coates stated the motion carried.

Board

Correspondence:

- Community School Financials for the month of October
- Correspondence and financials from Nutri Serve for the month of October
- Correspondence from Ms. McCarrick, Transportation Liaison
- Correspondence from Acacia Financial Group, Inc. regarding bond refinancing

Administrator's

Reports:

- Jacqueline Truzzolino, Director of Curriculum/Instructional Services
- Carol Saker, Director of Special Services
- Troy Henderson, Principal, Frog Pond Elementary School – Mr. Henderson commended teachers for the American Reading Company and thanked Mrs. Smith for covering for Ms. Fugere. Mr. Henderson also reported the Frog Pond Elementary School has its first official school song and the LA/Art Show Ms. Norris will be planning for in the spring.
- Deborah Giannuzzi, Principal, George J. Mitchell Elementary School – Mrs. Giannuzzi reported on the following - some students read over 134 steps during the summer, Halloween, Goal setting from a teacher's perspective, Go Math, Kid Write, and Target Tuesday.

Ms. Frasca thanked the administrators for all their hard work.

Resignations:

Motion by R. Wood. Seconded by M. Maleski.

To accept, with regret, the following resignation as listed below:

- a. Lisa Altman, P/T Nurses Assistant, GJM, effective November 27, 2011

Roll Call:

Mr. Cimino	- Absent	Mr. Sanzari	- Yes
Mr. Daleo	- Yes	Mr. Wood	- Yes
Mr. Held	- Yes	Ms. Frasca	- Yes
Mr. Maleski	- Yes		

Mrs. Coates stated the motion carried.

Staffing 11/12:

Motion by R. Wood. Seconded by R. Sanzari. To approve the appointment of the following staff as listed below:

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Staff Member	Position & Guide Step	Att #	T	Salary or Rate	Pymt Meth	Wage Guide	Employed From/To	Budget Category
	Type of Assignment							School
Kristen Cerullo	Preschool Teacher Asst.		N	\$10.55 per hours X 6.5 x 180 days = \$12,344 plus \$500 longevity = \$12,844 (pro-rated)	SM	LEHS	11/17/2011 – 6/30/2012	Inst
			GJM					
Nidhi Gainer	P/T Special Ed. Paraprofessional		N	Step 1 \$10.16 per hour x 4 x 180 days = \$7,315.00 (pro-rated)	SM	PTA	11/17/2011- 6/30/2012	Inst.
			FPE					
Marisa Fetch	Spec. Educ. Teacher		Y	Step 1, BA, \$52,750 (pro-rated)	SM	LEH EA	On or about 11/28/2011	Inst.
			FPE					

Y= Tenured, N= Not Tenured, SM= Semi-monthly

<u>Wage Guide</u> LEHEA= Little Egg Harbor Education Association Guide LEHA=Little Egg Harbor Administrator Guide LEHSS= Little Egg Harbor Support Staff Guide PTA= Part Time Aide Chart CS= Community School Chart NA= Non-Aligned	<u>Budget Category</u> Inst = Instructional (Teachers and Instructional Aides) Fac = Facilities Food Ser = Cafeteria Admin = Administration Tech = Technology Trans = Transportation Comm Sch – Community School Ed Found – LEH School District Education Foundation
<u>School</u> FPE = Frog Pond Elementary School GJM = George J Mitchell School ADM= Administration Building	<u>Type of Assignment</u> Grade (Grade Level) Class (MD, LD, BD, Special Ed) Special Assignment (Custodian, Secretary, Principal)

Student Teacher Placement:

To approve the following request(s) for student teacher placement for the 2011/2012 School Year as listed below:

Name	College/Semester	Placement
Kerine Belgrave	Kean University, Spring Semester Student Teaching January 23, 2012 – May 12, 2012	FPE Placement TBA

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Daniel Eberenz	Kean University, Spring Semester Junior Practicum January 23, 2012 – May 12, 2012 One full day per week	GJM Placement TBA
Kevin Miller	Kean University, Spring Semester Junior Practicum January 23, 2012 – May 12, 2012, – 3 hours per week	GJM Mrs. Amy English, Physical Education
Nancy Bragg	Richard Stockton College, Student Teaching, Spring Semester January, 2012 – April, 2012	FPE Mrs. Catanzaritti – 4 th grade
Peter Stephanopoulos	Richard Stockton College Student Teaching, Spring Semester January, 2012 – April 2012	FPE Placement TBA

Substitutes:

To approve the following substitutes as listed below for the 2011/2012 School Year as listed below:

	Name	Teacher Certified \$78/day	Nurse \$85/day	Para \$8/hr	Sect'y \$9/hr.	Cust. \$10/hr	Lead Couns. \$10/hr.	Head Camp Couns. \$10/hr.	Couns. \$8/hr.	CIT \$7.25/hr.
		Teacher Sub Cert \$70/day			Clerk \$8/hr.		Lead Camp Couns. \$12/hr.		Camp Couns. \$8/hr.	Camp CIT \$7.25/hr.
A	Albright, Victoria			X	X				X	
B	Seymour, Anita			X						
C	Fetch, Marisa	X								
D	Bogart, Penelope				X					
E	Czekalski, Joan				X					

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Mr. Cimino	- Absent	Mr. Sanzari	- Yes
Mr. Daleo	- Yes	Mr. Wood	- Yes
Mr. Held	- Yes	Ms. Frasca	- Yes
Mr. Maleski	- Yes		

Mrs. Coates stated the motion carried.

Motion by R. Wood. Seconded by M. Maleski. To approve the submittal of the Five-Year Preschool Program Plan Annual Update for 2012-2013.

Donation:

To accept the following donation:

- a. Clarinet – Bundy Model #577 – Serial # 1517856 from Mrs. Lynn Sweezy for the George J Mitchell Elementary School. Approximate value is \$250.00.

Policy and Procedures:

To approve the following Policies for 2nd Reading and Adoption:

POLICY #	POLICY TITLE
7460	Energy Conservation

To approve the following Regulations for 2nd Reading and Adoption:

POLICY #	POLICY TITLE
7460	Energy Conservation

To approve a resolution regarding hiring for the 2011/2012 School Year:

WHEREAS, in the interim between the meeting of the Little Egg Harbor Township Board of Education held on November 16, 2011 and the next regular scheduled Board of Education meeting on or about December 21, 2011, the Little Egg Harbor Township Board of Education authorizes the following:

NOW, THEREFORE, it is agreed as follows:

The Board authorizes the Superintendent of Schools, to conduct interviews and offer employment to perspective candidates for the 2011/2012 School Year. Said candidates will be appointed at the Regular meeting of the Little Egg Harbor Township Board of Education to be held on or about, December 21, 2011.

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Community Use of School Property:

To approve the following requests for Community Use of School Property as per Board Policy #7150 as listed below:

Organization/Event	Date/Time	Location
LEH PTA Fundraiser Delivery	Monday, November 21, 2011 3:00pm – 8:00pm	FPE Multi purpose room
Daisy Troop #304 JoAnne Capozzi Meetings	Every other Wednesday beginning November 30, 2011 3:00pm – 4:00pm	FPE Media Center or classroom
Girl Scout Troop #499 Smaragda Ng Meetings	Every other Thursday beginning November 17, 2011 6:00PM – 8:00pm	FPE Media Center or classroom

Roll Call:

Mr. Cimino	- Absent	Mr. Sanzari	- Yes
Mr. Daleo	- Yes	Mr. Wood	- Yes
Mr. Held	- Yes	Ms. Frasca	- Yes
Mr. Maleski	- Yes		

Mrs. Coates stated the motion carried.

Enrollment/Attendance: *Enrollment report submitted by Doris McCarrick, Attendance Officer as of*

George J. Mitchell Elementary School	985
Frog Pond Elementary School	794
District Total Enrollment	1779
CIEBP	1 (FPE)
Out of District	3 (FPE)
Incoming Tuition Student	1 (GJM)
Head Start	14
Enrollment One Year Ago	1828
Enrollment Two Years Ago	1810

Health Office Reports: Monthly Health Office Reports as submitted by Health Office Staff.

Suspensions:

George J. Mitchell Elementary School		Frog Pond Elementary School	
In School	1	In School	3
Out of School	0	Out of School	2
Bus	0	Bus	2

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Open to the Public:

There were no comments at this time.

Board Forum:

There was none at this time.

Miscellaneous:

Executive Session

Motion by M. Maleski. Seconded by R. Sanzari. To enter into executive Session at 8:32 p.m. for the purpose of personnel, negotiations, litigation, student matters and any other action appropriate for executive session. Action may or may not be taken upon return to regular session.

Roll Call:

Mr. Cimino	-	Absent	Mr. Sanzari	-	Yes
Mr. Daleo	-	Yes	Mr. Wood	-	Yes
Mr. Held	-	Yes	Ms. Frasca	-	Yes
Mr. Maleski	-	Yes			

Mrs. Coates stated the motion carried.

Out of Executive Session:

The Board returned to regular session at 10:18 p.m.

HIB:

Motion by R. Sanzari. Seconded by A. Daleo. To accept the Harassment, Intimidation and Bullying reports as presented and discussed in executive session.

Roll Call:

Mr. Cimino	-	Absent	Mr. Sanzari	-	Yes
Mr. Daleo	-	Yes	Mr. Wood	-	Yes
Mr. Held	-	Yes	Ms. Frasca	-	Yes
Mr. Maleski	-	Yes			

Mrs. Coates stated the motion carried.

Motion by R. Sanzari. Seconded by R. Wood. To approve the recommendation of the Superintendent to terminate Joan Jennings effective November 16, 2011.

Roll Call:

Mr. Cimino	-	Absent	Mr. Sanzari	-	Yes
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Mr. Daleo	-	Yes	Mr. Wood	-	Yes
Mr. Held	-	Yes	Ms. Frasca	-	Yes
Mr. Maleski	-	Yes			

Mrs. Coates stated the motion carried.

Motion by K. Held. Seconded by M. Maleski. To reject solar bids and authorize the Superintendent to investigate a revised plan.

Roll Call:

Mr. Cimino	-	Absent	Mr. Sanzari	-	Yes
Mr. Daleo	-	Yes	Mr. Wood	-	Yes
Mr. Held	-	Yes	Ms. Frasca	-	Yes
Mr. Maleski	-	Yes			

Mrs. Coates stated the motion carried.

Transportation:

Motion by R. Sanzari. Seconded by R. Wood. To approve a Jointure Contract through Monmouth Ocean Educational Services Commission for Route E1621, homeless student (EE) from Marlton to the Little Egg Harbor Township Frog Pond Elementary School. Route cost is \$256.10 per diem. Route started on October 24, 2011 and could continue until end of school year or until they relocated back to Little Egg Harbor or another school district. Route is being done by Hartnett.

Resignation:

To accept, with regret, the following resignations as listed below:

- a. Alberta Flamma, LEH Community School effective November 16, 2011

Roll Call:

Mr. Cimino	-	Absent	Mr. Sanzari	-	Yes
Mr. Daleo	-	Yes	Mr. Wood	-	Yes
Mr. Held	-	Yes	Ms. Frasca	-	Yes
Mr. Maleski	-	Yes			

Mrs. Coates stated the motion carried.

The Board decided to hold a special meeting on November 22, 2011 at 5:30 p.m. to interview candidates (3) for the Energy Education Specialist position.

Adjournment:

Motion by K. Held. Seconded by A. Daleo. To adjourn at 10:20 p.m.

Voice Vote: All Yes

Absent: Mr. Cimino

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Respectfully submitted,

Lynn Coates
School Business Administrator/Board Secretary