

LITTLE EGG HARBOR BOARD OF EDUCATION

December 15, 2008

5:30 P.M.

Call to Order:

The meeting was called to order at 5:40 p.m.

Roll Call:

Mr. Bellone	-	Yes	Mrs. O'Brien	-	Yes (arrived 5:41 pm)
Mr. Cimino	-	Yes	Mrs. Perrino	-	Yes
Mrs. Elley	-	Absent	Mrs. Smith	-	Yes
Mr. Heinrich	-	Yes			

Also present were: Dr. Frank Kasyan, Barbara Smith, Lynn Coates, Paul Carr (arrived at 5:46 p.m.)

Pledge of Allegiance:

Open Public Meeting Act:

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 26, 2008 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.

Executive Session:

Motion by L. Perrino. Seconded by R. Heinrich. BE IT HEREBY RESOLVED BY THE LITTLE EGG HARBOR BOARD OF EDUCATION to enter into Executive Session at 5:42 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.

Out of Executive:

The Board returned to Public Session at 6:39 p.m

Presentations:

Mrs. Chrissy Dupuis, Technology Coordinator – Presented the Teacher Technology Rubric
Student Presentation – Ms. Robin Soden and the Strings Ensemble – Mr. Henderson thanked Mrs. Soden for her hard work and efforts.
Construction Update – William Pappalardo, Greyhawk Construction, Robert Wood, Clerk of the Works- Mr. Heinrich questioned change order numbers 13 and 14. After discussion, Mrs. Coates announced change order #13 will be tabled until clarified.

Open to Public:

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

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Mr. Laurenzo asked if the estimated cost of the temporary classrooms is \$180,000 each.

Mrs. Coates stated that was correct.

Board Forum:

Board Committee

Updates:

Mr. Bellone, Personnel - reported on Mrs. Soden's trip request and noted that other requests were confidential at this time

Mrs. Smith, Finance – the following items were discussed: budget plan of action, ratable base, personnel needs for restructuring, tentative retirements, budget efficiencies, financial cost of negotiations, health benefits and health benefit quotes

Board Secretary Report:

Minutes:

Motion by J. Bellone. Seconded by C. Smith.

To accept the minutes of the following Board of Education Meetings.

November 3, 2008

Regular and Executive Minutes

Line Item Transfers and Adjustments:

To approve the following:

- YTD Disbursement Adjustments October 030 – 046
- Current Appropriation Adjustments October 146 – 185
- Estimated Revenue Adjustments October 014 – 017
- Receipt Adjustments October 009

Approval of Bills, Bill List, Voided Check

Register:

To approve the following:

Bill List	Month	Check Number Range
General Warrants	November	17775 – 17934
General Warrants	December	17935 - 18045
Cafeteria	November	2065 - 2082
Cafeteria	December	2083 - 2092
Education Foundation	November	126 – 127
Education Foundation	December	128
Community School	November	305 – 307
Community School	December	308 – 310
Referendum	November	325 – 331
Referendum #2	November	1008 – 1013

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Referendum	December	332 – 343
Referendum #2	December	1014 – 1017
Voided Check Register	October	101508

Board Secretary's Report:

Pursuant to N.J.A.C. 6A: 22-2.11© 3, I, Lynn Coates, Board Secretary, certify that as of October, no budgetary line item account has obligations and payments (contracted orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A. 18A: 22-81, that the District financial accounts have been reconciled and are in balance.

_____	<u>December 15, 2008</u>
Board Secretary	Date

BE IT HEREBY RESOLVED BY THE LITTLE EGG HARBOR BOARD OF EDUCATION that pursuant to N.J.A.C. 6A:22-1.11 (c) 4, we certify that as of October 2008, 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.

Treasurer's Report:

To accept the Treasurer's Report for the month of October 2008. The Board Secretary Report and the Report of the Treasurer are in agreement.

Approval of Payroll:

To approve the payroll as follows:

November 14, 2008	\$740,649.08
November 26, 2008	<u>*\$733,259.27</u>
Total	\$1,473,908.35

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

Roll Call:

Mr. Bellone	-	Yes	Mrs. O'Brien	-	Yes
Mr. Cimino	-	Yes	Mrs. Perrino	-	Yes
Mrs. Elley	-	Absent	Mrs. Smith	-	Yes
Mr. Heinrich	-	Yes			

Travel:

Motion by J. Bellone. Seconded by R. Heinrich.
To approve travel and related expense reimbursement per policy.

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Referendum Project –
GJM Change Order #14

To approve change order #14:

BOE Approval Date	Notes	Change Order	Original contract amount \$5,517,900
1/28/08	Sand filter	Change Order #1	\$20,735
	New Contract amount including this change order		\$5,538,635
4/30/08	Changes to electrical feeder	Change Order #2	\$2,465.03
	New Contract amount including this change order		\$5,541,100.03
4/30/08	Relocation of outlets	Change Order #3	\$5,303.17
	New Contract amount including this change order		\$5,546,403.20
4/30/08	Temporary electric for gymnasium	Change Order #4	\$10,451.30
	New Contract amount including this change order		\$5,556,854.50
5/19/08	Additional manhole	Change Order #5	\$7,092.00
	Modify existing ADA compliant pass door		\$6,795.00
	Modify existing truss cords		\$37,618.00
	Provide new flag pole		\$0.00
			Total
	New Contract amount including this change order		\$5,608,359.50

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7/21/08	Change wood edge on the countertop casework	Change Order #6	(\$196.00)
	New Contract amount including this change order		\$5,608,163.50
7/21/08	Drywall in rooms 270.1 & 271	Change Order #7	\$6,278.00
	New Contract amount including this change order		\$5,614,441.50
7/21/08	Replace existing flex duct in 14 rooms	Change Order #8	\$21,001.00
	New Contract amount including this change order		\$5,635,442.50
8/18/08	Furnish and install a one-hour fire rated ceiling	Change Order #9	\$17,259.00
	New Contract amount including this change order		\$5,652,701.50
11/3/08	Furnish and install cable trays in 3 communication rooms	Change Order #10	\$3,276.00
	New Contract amount including this change order		\$5,655,977.50
11/3/08	Add fire rated ceilings	Change Order #11	\$3,984.83
	Replace existing valves on hot/cold water		\$1,999.21
	Patch and fire safe corridor walls		\$12,294
	Crush existing septic and fill with sand		<u>\$2,183.02</u>
			\$20,461.06
	New contract amount including this change order		\$5,693,087.34

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11/3/08	Non-compliant electrical deficiencies	Change Order #12	\$10,316.87
	Additional fire alarm devices required by Fire Marshall		\$2,506.92
	Electric work required to re-feed an existing electric service panel		\$1,804.84
	Upgrade kitchen electric circuits and plugs from 20 to 30 amps		\$371.94
	Electric work required to relocate data and power		\$577.45
	Electric work required for data and power in new office		<u>\$1,070.76</u>
			\$16,648.78
	New contract amount including this change order		\$5,693,087.34
12/15/08	Modify electric service for the photovoltaic system	Change order #14	\$3,685.13
	New contract amount including this change order		\$5,696,772.47

**Temporary Facility
Determination – Mitchell
Elementary School –
Pre-Kindergarten TCU**

To accept the Temporary Facility Determination for the following project:

State Project No. 2690-050-09-1200
Mitchell Elementary School – Pre-Kindergarten TCU's
Ocean County

**Utility Easement
Agreement – GJM
Modular Trailers**

To enter into an agreement with Atlantic City Electric for the purpose of an easement and right of way required to deliver service to the Pre-K modular trailers. Agreement has been reviewed by the Board attorney.

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Transportation

To approve the following:

- Approve Jointure Contract through Monmouth Ocean Educational Services Commission for Route E8611, one homeless student (JK) from the Barnegat Hotel to the Little Egg Harbor Township Intermediate School. Route costs are shared with Pinelands Regional School District. Our route cost is \$36.49 per diem. Route started on or about October 7, 2008 and ended November 3, 2008.
- Approve the Intermediate Late Run Quote. Route INLT1, INLT2, INLT3, INLT4 and INLT5, five (5) 54 passenger buses with seatbelts and camera's to transport Intermediate School students home Tuesday – Thursday at 4:00PM from Strategies for Success and Band. Start date was November 18, 2008 and will continue until April 8, 2009. Contract was awarded to Murphy Bus (only quote) at a rate of \$95.00 per diem, per route. 5 routes X \$95.00 = \$475.00 per diem X 54 days = \$25,650.00

Award of Bid

To award the construction contract for the classroom units (two) at the George J. Mitchell Elementary School to the following:

Firm	Cost	Payment Terms
Mobilease	\$419,520.00	As per contract

Additional bidder information is on file in the office of the Board Secretary and has been reviewed by the board attorney (construction).

Accept Donated Funds

To accept funds in the amount of \$825 from Little Egg Harbor Township Clean Communities Grant for an assembly “Vanishing Habitats” to be held in the school district.

Adoption Agreement

403(b) Plan

To continue a 403(b) plan by adopting the 403(b) plan document for Public Education Organizations.

Intermediate School

Playground Equipment

To approve the following playground equipment purchase and installation:

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Firm	Cost	State Contract
Ben Shaffer & Associates	\$68,392.00	A59054
Improved Property Services, Inc.	\$20,860.00	

Political Contribution Disclosure and Business Registration Certificates are on file as appropriate.

Roll Call:

Mr. Bellone - Yes Mrs. O'Brien - Yes
Mr. Cimino - Yes Mrs. Perrino - Abstain from Atlantic Electric,
Yes to others
Mrs. Elley - Absent Mrs. Smith - Yes
Mr. Heinrich - Yes

Board Correspondence:

- Correspondence from Mrs. Gaupp, Educational Facilities Manager
- Correspondence from Mrs. Ogden, Transportation Liaison
- Correspondence from Remington & Vernick Engineers
- Correspondence from the Perrino Family
- Robert Wood monthly progress report number 5

Addendum

Legal Depositories

Motion by J. Bellone. Seconded by C. Smith.
To approve the following:

WHEREAS, pursuant to N.J.S.A. 18A:17-34 and 18A:20-37, school districts are permitted to designate a bank for the deposit of public funds and/or are permitted to temporarily invest money not required for immediate expenditures as provided for therein; and

WHEREAS, County school districts have joined a consortium, known as the Bergen County School District Banking Consortium "BCBANC", to bid on banking services with the goal of maximizing interest earnings on their investments, increasing efficiency of fiscal management and creating a fair and open competitive process for selection of banking services and

WHEREAS the Little Egg Harbor Board of Education has agreed to participate in the Bergen County School District Banking Consortium (BCBANC) for the purposes of soliciting proposals for banking services and

WHEREAS representatives accepted proposals for banking services and have determined through thorough, empirical and qualitative analysis that TD Bank provided the most advantageous proposal to the consortium

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NOW, THEREFORE BE IT RESOLVED that the Little Egg Harbor Board of Education authorize the Business Administrator to invest school district funds within statutory limitations and TD Bank be authorized as legal depositories for the Board of Education funds from present through June 30, 2009 as recommended by the Superintendent.

NOW, THEREFORE BE IT RESOLVED that the Little Egg Harbor Board of Education designate TD Bank as the Bank for deposits and withdrawals for the following accounts:

General Warrant	Payroll	Payroll Agency
Petty Cash	Unemployment	Capital Fund/Prior
Capital Fund/New	Student Activities	Community School
Cafeteria	Education Foundation	Staff Function
Expansion		

To approve the use of a safe deposit box (if needed) and TD Bank from present through June 30, 2009, as recommended by the Superintendent.

Roll Call:

Mr. Bellone	-	Yes	Mrs. O'Brien	-	Yes
Mr. Cimino	-	Yes	Mrs. Perrino	-	Yes
Mrs. Elley	-	Absent	Mrs. Smith	-	Yes
Mr. Heinrich	-	Abstain			

Superintendent's Report:

Dr. Kasyan reported on the following:

Renovations/Construction: Dr. Kasyan thanked everyone for their cooperation during the renovation process; updated the Board on the temporary classroom units

Students/Staff: Intermediate School – Jump Rope for Heart

Kindergarten Polar Express Family night – 12/4/08

Intermediate School – Holiday concert for band, chorus & strings 12/10/08

Upcoming Reminders: Winter recess, report cards, restructuring core and sub committee meeting, Martin Luther King, Jr. day, next Board of Education Meeting

Administrator's Reports:

Administrator

- Barbara Smith, Assistant Superintendent – local professional development committee was discussed
- Carol Saker, Director of Special Services
- Troy Henderson – Principal Intermediate School – commented on various afterschool activities, thanked the custodians for their efforts and also noted that the library is now open.

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- Constance Fugere, Principal GJM School – wished everyone a happy holiday and thanked staff for their support
- Dr. Kasyan added the K-6 transition research information can be signed out and there is information on the website for public viewing

Resignations:

Motion by J. Bellone. Seconded by L. Perrino.

To accept, with regret, the following resignations/retirement as listed below.

- a) Diane Busza – Cafeteria Worker – Intermediate School, effective November 20, 2008.
- b) Albert McKee – Head Custodian – Intermediate School, effective November 12, 2008.
- c) Cara Sepe – School Social Worker – GJM School, effective on or about January 23, 2009.
- d) Wendy Yu – Cafeteria/Playground Aide – Intermediate School, effective on or about December 23, 2008.

Roll Call:

Mr. Bellone	-	Yes	Mrs. O'Brien	-	Yes
Mr. Cimino	-	Yes w/regret	Mrs. Perrino	-	Yes
Mrs. Elley	-	Absent	Mrs. Smith	-	Yes
Mr. Heinrich	-	Abstain			

Dr. Kasyan commented on the Bacon District decision and on the supportive staff – Al Mckee will be sorely missed, we all appreciate what Al did.

Graduate Course Approval:

Motion by C. Smith. Seconded by R. Heinrich.

To approve the following Graduate Course Approvals as per the Little Egg Harbor Education Association/Board Contractual Agreement:

NAME	COURSE/SEMESTER	TUITION
Jennifer Clarici Georgian Court University	Strategies for Development of Literacy – Spring 2009	\$682/credit - \$2,046 total tuition; 3 credits
Marie Cittadino Georgian Court University	Project Thesis for Master's Program	\$682/credit - \$2,046 total tuition; 3 credits
Michael Heptig Walden University	Contemporary Issues in Psychology; History & Systems in Psychology; Statistics I	\$360/credit - \$5,400 total tuition; 15 credits

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Leave of Absence:

To approve the following request(s) for Leave of Absence as listed below:

- a) Pennie Michaelson – Cook – Intermediate School, effective November 17, 2008 through on or about January 5, 2009, utilizing 20.5 sick days and 2 personal days. She has also requested to utilize the NJ Family Leave Act for approximately 22.5 days. Medical Benefits will continue during this period.

Professional Staff:

To approve Carolyn Mulligan, Robbin Soller-Morio and Dawn Johnson, as teachers to instruct and Cindy Kennedy as the Coordinator for the **Strategies for Success** after school program at the Intermediate School, to begin on or about November 18, 2008 through April 9, 2009, for the 2008/2009 School Year, according to their negotiated rate of pay as per the LEH Education Association/Board Contractual Agreement. 3 days/wk X 1hr.day

To approve the following staff to facilitate extracurricular activities- Intermediate School, for the 2008/2009 School Year as listed below. Effective dates TBD, according to their negotiated rate of pay as per negotiated agreement.

	Instructor	Activity/Club	Hours/Stipend
a	Maureen Gosford	Saturday Media Center	32 hrs.
b	Tracy Simoncini	After School Fitness Club	35 hrs.
c	Robin-Jo Norris	Art Club	15 hrs.

Support Staff 08/09:

To approve the appointment of the following Paraprofessional Staff as listed below:

Staff Member	Position & Guide Step	Att #S-	T	Salary or Rate	Pymt Meth	Wage Guide	Employed From/To	Budget Category
	Type of Assignment							School
Amber Fryer	Paraprofessional	6a	N	\$9.74/hr. X 6.5 X 180 = \$11,396 (prorated)	SM	LEHSS	On or about 1/5/09 to 6/30/09	INST
	Step 1							GJM
Donna Gazi	Paraprofessional	6b	N	\$10.73/hr X 3.25 X 180 =	SM	PTA	12/1/08 to 6/30/09	INST
	Step 4							GJM

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				\$6,277 (prorated) retroactive less sub pay already received				
Nancy Baptist	Café/Playground Aide	6c	N	\$9.74/hr. X 2.17 X 180 = \$3,804 (prorated)	SM	PTA	On or about 12/16/08 to 6/30/09	INST
	Step 1							GJM
Stephen Lang	Café/Playground Aide	6d	N	\$9.74/hr. X 2.17 X 180 = \$3,804 (prorated)	SM	PTA	On or about 12/16/08 to 6/30/09	INST
	Step 1							GJM

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

<u>Wage Guide</u> LEHEA= Little Egg Harbor Education Association Guide LEHEA=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 Admin = Administration Tech = Technology Trans = Transportation Comm Sch – Community School
<u>School</u> INT = Intermediate 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/Fieldwork Placement:

To approve the following request(s) for student teacher placement for the 2008/2009 School Year as listed below:

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Name	College/Semester	Placement
Rebecca Fost	Georgian Court University – Winter 2009 – 126/09 for 15 days	To be determined
Justine Cogliano	The Richard Stockton College of NJ – Speech Observation Hours – December 08	Intermediate School – Lisa Truitt

Clinical Practice:

To approve Tammi Chappine to complete her Spring 2009 Clinical Practice as a student of Rowan University in the Post-baccalaureate Endorsement Program in her classroom.

OT Intern :

To approve accepting Inessa Soden as - OT Intern from The Richard Stockton College Graduate Program for the Spring Semester. Alison Baker – District OTR will supervisor the Intern.

Substitutes:

To approve the following substitutes as listed below, effective on or about December 16, 2008, for the 2008/2009 School Year as listed below:

	Name	Teacher Certified \$78/day Teacher Sub Cert \$70/day	Nurse \$85/day	IA \$8/hr CPA \$8/hr	Sect’y \$9/hr Clerk \$8/hr	Cafeteria Worker \$8/hr.	Custodian \$10/hr.	Lead Coun \$10/hr	Counse lor \$8/hr	CIT \$7.15/hr
a.	Baptist, Nancy			X		X	X		X	
b.	Baulis, Dolores			X	X					
c.	Blasko, Denise			X		X	X			
d.	Cummins, Kim								X	
e.	Freeth, Donald	X								
f.	Hambly, Valerie								X	
g.	Manfre, Salvatore	X								
h.	Mathis, Jesse					X				
i.	Matos, Doel			X		X	X			
j.	Picinic, Tracy			X	X	X			X	
k.	Post, Cheryl						X			

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l.	Rafaniello, Leslie			X	X	X				
m.	Ramos, Lisa				X				X	
n.	Russomanno, Jean			X	X	X				
o.	Zuba, Kelsey			X	X					

Roll Call:

Mr. Bellone	-	Yes	Mrs. O'Brien	-	Yes
Mr. Cimino	-	Yes	Mrs. Perrino	-	Yes
Mrs. Elley	-	Absent	Mrs. Smith	-	Yes
Mr. Heinrich	-	Yes			

Special Services:

Motion by C. Cimino. Seconded by L. Perrino.

To approve the Out of District Placement for D.S. 4th Grade student – Intermediate School at The Education Academy. Effective December 1, 2008 for the remainder of the 2008/2009 School Year. Tuition cost: \$198.02 (pre diem) X 185 days = \$36,633.70.

Homeless Student:

To approve the tuition payment to Vineland School District for S.V. – 3rd Grade Student, effective 9/18/08- 10/31/08 at \$38.61 X 30 = \$1,158.30.

IDEIA Grant:

To approve the acceptance of IDEIA FY 2009 Grant Funds in the account of \$372,324 Basic; \$27,628 Preschool.

Policy and Procedures:

To approve the following Job Description for use in the District:

- a) Transportation Secretary/District Substitute Caller

To approve the following policy and regulation for revision as listed below:

POLICY FOR REVISION

POLICY #	POLICY TITLE
5512.01	Harassment, Intimidation, and Bullying (M)

REGULATION FOR REVISION

REGULATION #	REGULATION TITLE
5600	Pupil Discipline/Code of Conduct (M)

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To approve the disposal of Obsolete Equipment no longer in use in the District.

License Agreement:

To approve the license agreement between Northwest Evaluation Association and the Little Egg Harbor Township Board of Education for a computerized, adaptive, state-aligned assessment program. Term effective January 1, 2009 through June 30, 2009 at a cost of \$3,079.50.

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
PTA – Holiday Shop for students	12/15/08 – 12/19/08 8:30 a.m. to approx. 12:30 p.m.	Intermediate School – MPR and other TBD
PTA – Auntie Anne’s Delivery	2/4/09 1:30 p.m. – 9:00 p.m.	Intermediate School – MPR
PTA - Gertrude Hawk Delivery	4/6/09– 1:30 p.m. – 8:30 p.m.	Intermediate School – MPR
PTA – Chinese Auction Setup and Auction	5/29/09 1:30p.m. -5:00 p.m. 5/30/09 11:00 a.m. – 9:00 p.m.	Intermediate School – MPR and Kitchen
PTA – LEH Student Appreciation Carnival	6/5&6.09 3:30 p.m. – 9:00 p.m. & 8:00 a.m. – 2:00 p.m.	Intermediate School – MPR and Kitchen

Roll Call:

Mr. Bellone	-	Yes	Mrs. O’Brien	-	Yes
Mr. Cimino	-	Yes	Mrs. Perrino	-	Yes
Mrs. Elley	-	Absent	Mrs. Smith	-	Yes
Mr. Heinrich	-	Yes			

Enrollment/Attendance:

Enrollment report submitted by Doris Ogden, Attendance Officer as of November 30, 2008

(Attachment #S-a)

George J. Mitchell Elementary School 778

LITTLE EGG HARBOR BOARD OF EDUCATION

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Intermediate School	977
District Total Enrollment	1755
Out of District	3
Incoming tuition Student	2
Homebound Instruction	3 (CIEBP)
Enrollment One Year Ago	1671
Enrollment Two Years Ago	1694

Suspensions:

George J. Mitchell Elementary School	Intermediate School
October 28, 2008 – December 8, 2008	
In School 1	In School 14
Out of School 2	Out of School 0
Bus 2	Bus 1

Open to the Public:

Mrs. Hoden reported that a staff member's home had burned and that the staff pulled together and collected funds to help the family.

Board Forum:

Mrs. Smith and the Board wished everyone a happy holiday.

Miscellaneous:

Adjournment:

Motion by J. Bellone. Seconded by L. Perrino.
To adjourn at 7:38 p.m.

Voice Vote: All Ayes
Absent: Mrs. Elley

Respectfully Submitted,

Lynn Coates
School Business
Administrator/Board Secretary