

LITTLE EGG HARBOR BOARD OF EDUCATION

April 1, 2009

4:00 p.m.

Intermediate School Media Center

Call to Order:

The meeting was called to order at 4:02 p.m.

Roll Call:

Mr. Cimino	- Yes (arrived 4:09 pm)	Mrs. O'Brien	- Yes
Mrs. Elley	- Yes	Mrs. Perrino	- Yes
Mr. Heinrich	- Yes	Mrs. Smith	- Yes (arrived 4:10 pm)

Also present were: Dr. Kasyan, Mrs. Smith, Lynn Coates and Paul Carr.

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 March 17, 2009 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 A. Elley. Seconded by L. Perrino.

To enter into Executive Session for the purpose of personnel, negotiations, litigation, student matters and any other action appropriate for executive session at 4:03 p.m. Action may or may not be taken upon return to regular session.

Voice Vote: All Ayes

Out of Executive:

The Board returned to Public Session at 5:39 p.m.

Work Session:

Kathy Winecoff, NJSBA Field Representative met with Board members to discuss Board Goals.

Executive Session:

Motion by C. Cimino. Seconded by A. Elley.

To enter into Executive Session for the purpose of personnel, negotiations, litigation, student matters and any other action appropriate for executive session at 6:05 p.m. Action may or may not be taken upon return to regular session.

Voice Vote: All Ayes

Out of Executive:

The Board returned to Public Session at 6:40 p.m.

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Presentations:

Construction Update – Robert Wood, Clerk of the Works

Mrs. Arnold’s LEEP students appeared in a video presentation titled “Voting and Elections”. The students names are: Amy Aiken, Kati Coverdale, Kevin O’Neal, Dallan Pine, Bailey Schilling, Cierra Seals and Alyssa Vitiello

Dr. Kasyan complimented the students and Mrs. Arnold on the presentation.

Public Hearing on the 2009-2010 Budget presented by:

Dr. Frank Kasyan, Superintendent

Mrs. Barbara Smith, Assistant Superintendent

Mrs. Lynn Coates, School Business Administrator

Open to Public:

Mr. Wood stated a preventative maintenance program should be developed.

Mr. Sink inquired about a reduction in lines for the budget. Dr. Kasyan and Mrs. Coates responded there are cuts in the budget.

Mr. Heinrich inquired if a new re-evaluation was conducted would it help – discussion ensued.

Board Forum:

There were none at this time.

Board Committee

Updates:

There were none at this time.

Board Secretary Report:

Minutes:

Motion by C. Cimino. Seconded by C. Smith.

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

February 25, 2009

March 17, 2009

Regular and Executive Minutes

Special Meeting – Regular and Executive
Minutes

Line Item Transfers and

Adjustments:

To approve the following:

- YTD Disbursement Adjustments November 067 – 071
- Current Appropriation Adjustments November 269 – 316
- Estimated Revenue Adjustments 018

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Approval of Bills, Bill List, Voided Check Register:

To approve the following:

Bill List	Month	Check Number Range
General Warrants	March	1115 - 1254
Cafeteria	March	1015 - 1025
Community School	March	1003 - 1013
Referendum	March	363 - 373
Referendum #2	March	1031 - 1036
Voided Check Register	January	18008, 11509, 351, 1001, 1002

Board Secretary's Report:

Pursuant to N.J.A.C. 6A: 22-2.11© 3, I, Lynn Coates, Board Secretary, certify that as of January, 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.

April 1, 2009

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 January 2009, 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 January 2009. The Board Secretary Report and the Report of the Treasurer are in agreement.

Approval of Payroll:

To approve the payroll as follows:

February 27, 2009	\$744,559.28
March 13, 2009	\$745,500.69
March 30, 2009	\$746,053.73
Total	*\$2,236,113.70

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

Roll Call:

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Mr. Cimino	- Yes	Mrs. O'Brien	- Yes
Mrs. Elley	- Abstain from minutes - Yes to others	Mrs. Perrino	- Abstain from minutes February 25 – Yes to others
Mr. Heinrich	- Yes	Mrs. Smith	- Yes

Travel:

Motion by C. Smith. Seconded by C. Cimino.
To approve travel and related expense reimbursement per policy.

2009-2010 Budget Submittal

To approve the fiscal year 2009 - 2010 school district budget for submission to the voters as follows. The supporting documentation of this budget also contains an itemization of certain expenditures required under administrative regulations.

Total Operating Budget	\$ 21,918,926
Total Grant Entitlements	\$ 4,085,713
Total Repayment of Debt	\$ <u>1,985,023</u>
Total District Budget	\$ 27,989,662

To approve that there should be raised for the general fund \$10,130,824 (tax levy) for the ensuing 2009-2010 school year.
To approve the revised 2009-2010 Extraordinary Aid in the amount of \$292,486.

Transportation

To approve the following:

- Approve Jointure Contract through Monmouth Ocean Educational Services Commission for Route 8630, two homeless students (RK & TK) from the Sunset Hotel in Galloway to the Little Egg Harbor Township George J. Mitchell School. Route costs are \$182.53 per diem. Route started on February 16, 2009 and will continue until family relocates into a permanent residence or end of school year - \$182.53 X 84 days = \$15,332.52

Transfer Agreement

To approve the attached transfer agreement regarding the merger of Murphy Transportation and Murphy Bus Service with Durham School Services.

Verizon Contract

To approve a contract with Verizon Business. The contract has been reviewed by the board attorney.

Roll Call:

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

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Board Correspondence:

- Correspondence from Durham School Services
- Correspondence from Department of Education
- Correspondence from Mrs. Ogden, Transportation Liaison
- Correspondence from Mr. Wood, Clerk of the Works
- Correspondence from Mrs. Facemyer
- Correspondence from Mrs. Smith
- Correspondence from Mrs. Fairhurst, Food Services Manager

Superintendent's Report:

- Dr. Frank Kasyan reported on the following items
- PTA meeting 4/8/09 – presentation of 09/10 budget
 - Parent teacher conferences
 - Relay for Life walk-a-thon
 - April – National Child Protection Month
 - Election Day is 4/21, polls are open from 2 pm – 9 pm

Ass't. Superintendent's Report:

Mrs. Smith addressed various curriculum items in the school district.

Administrator's Reports:

- Carol Saker, Director of Special Services
- Troy Henderson – Principal Intermediate School
- Constance Fugere, Principal GJM School
- Patricia DeGeorge – Supervisor Early Childhood Education

Amend Agenda

Motion by C. Cimino. Seconded by L. Perrino.
To amend agenda for a personnel motion.

Voice Vote: All Ayes

Resignations:

Motion by C. Smith. Seconded by C. Cimino.
To accept, with regret, the following resignations as listed below:

- a) Stephen Lang – Cafeteria Playground Aide – GJM School, effective February 11, 2009.
- b) Tammy L. Dempsey – Cafeteria Playground Aide – Intermediate School, effective June 30, 2009.
- c) Lucretia Gravino – Supervisor of Instructional Services, effective immediately.

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Roll Call:

Mr. Cimino - Yes
Mrs. Elley - Yes
Mr. Heinrich - Yes

Mrs. O'Brien - Yes
Mrs. Perrino - Yes
Mrs. Smith - Yes

**Governor's
Teacher
Recognition:**

Motion by C. Smith. Seconded by A. Elley.

To approve Amy Eastburn - George J. Mitchell Elementary School and Michael Vaughn - Intermediate School as recipients of the 2008/2009 Governor's Teacher Recognition Program Award.

Roll Call:

Mr. Cimino - Yes
Mrs. Elley - Yes
Mr. Heinrich - Yes

Mrs. O'Brien - Yes
Mrs. Perrino - Yes
Mrs. Smith - Yes

**Support Staff of
the Year:**

Motion by A. Elley. Seconded by L. Perrino.

To approve Susan Doka - George J. Mitchell Elementary School and Helene Cramer - Intermediate School and Helen Kunder District Administration Building as recipients of the 2008/2009 Support Staff of the Year Award. A plaque for the Support Staff of the Year will be displayed in each building. An engraved nameplate will be imprinted to commemorate this year's recipients.

Roll Call:

Mr. Cimino - Yes
Mrs. Elley - Yes
Mr. Heinrich - Yes

Mrs. O'Brien - Yes
Mrs. Perrino - Yes
Mrs. Smith - Yes

**Custodian of the
Year:**

Motion by C. Cimino. Seconded by A. Elley.

To approve Jennifer Fasy - George J. Mitchell Elementary School and Scott Pharo - Intermediate School as recipients of the 2008/2009 Custodian of the Year Award. A plaque for the Custodian of the Year is displayed in each school building. An engraved nameplate will be imprinted to commemorate this year's recipients.

**Graduate Course
Approval:**

Motion by C. Cimino. Seconded by C. Smith.

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

NAME/COLLEGE	COURSE/SEMESTER	TUITION/CREDITS
Cheryl Yatauro	Summer 2009 -	\$1395/course; Total Tuition \$2,790;

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Thomas Edison State College EDL520 The Cycle of 3/course, total 6
 Inst. Leadership; EDL
 530 Assessing
 Education Programs

**Advanced
 Training Level:**

To approve the following request for Advanced Training Level of the Teacher's Salary Guide, effective May 1, 2009, as listed below.

- a) Joann Cleland from MA +15 Step 8 \$54,830 to MA+30 Step 8 \$55,710

**Certificated Staff
 08/09:**

To approve the appointment of the following certificated staff as listed below:

Staff Member	Position & Guide Step	Att #	T	Salary or Rate	Pymt Meth	Wage Guide	Employed From/To	Budget Category
	Type of Assignment							School
Amy Massa	Long Term Substitute Teacher	#S 10a	N	\$78/day for 20 days; \$92.50 from the 21 st day	SM	Sub	On or about April 1, 2009 through June 30, 2009	Inst.
	Temporary							GJM
Jaclyn Finnigan	Preschool Teacher		N	\$46,300 retroactive prorated less substitute pay already received* supersedes motion previously approved by the BOE 1/26/09	SM	LEHEA	On or about February 5, 2009 through June 30, 2009	INST
	BA Step 1							GJM
Shannon Coombs	Preschool Teacher		N	\$46,300 retroactive prorated	SM		On or about February 5,	INST
	BA Step 1							GJM

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				less substitute pay already received*			2009 through June 30, 2009	
				supersedes motion previously approved by the BOE 1/26/09				

<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 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)

Support Staff

08/09:

To approve the appointment of the following support staff as listed below:

Staff Member	Position & Guide Step	Att #	T	Salary or Rate	Pymt Meth	Wage Guide	Employed From/To	Budget Category
	Type of Assignment							School
Theresa Koch	Cafeteria Worker	#S 11a	N	73 days X 3.75/hrs. X\$9.93 =\$2,718.34; 107 days X 5.25 hrs. X \$9.93 = \$5,578.18 Total Salary \$8,296.52 prorated	SM	LEHSS	On or about April 2, 2009 through June 30, 2009	Cafe
	Step 5 Increase in hours							Inter

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Theresa Wilson	Cafeteria Worker	#S 11b	N	107 X days X 5hrs. X 12.79 = \$6,842.65; 73 days X 6hrs. X \$12.79 = \$5,601.02 Total Salary \$12,444.6 7 + \$750 longevity = \$13,194.6 7 prorated	SM	LEHSS	On or about April 2, 2009 through June 30, 2009	Cafe
	Step 12 Increase in hours			Inter				
Ayten Yilmaz	Cook	#S 11c	N	146 days X 4.75 hrs. X \$8.71 = \$6,040.39; 34 days X 4.5 X \$8.71 = \$1,332.63; Total Salary \$7,373.02 prorated	SM	LEHSS	On or about April 2, 2009 through June 30, 2009	Cafe
	Step 1			Inter				

Wage Guide

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

Budget Category

Inst = Instructional (Teachers and Instructional Aides)
 Fac = Facilities
 Admin = Administration
 Tech = Technology
 Trans = Transportation
 Comm Sch – Community School
 Café - Cafeteria

Classroom

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Observation
Student Teacher
Placement:

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

Name	College/Semester	Placement
Kristina Donnelly	Ocean County College; Spring 2009	30 hrs. of classroom observation with Jacqueline Colley

Substitutes:

To approve the following substitutes effective April 2, 2009 for the 2008/2009 School Year as listed below.

	Name	Teacher Certified \$78/day <hr/> Teacher Sub Cert \$70/day	Nurse \$85/day	IA \$8/hr <hr/> CPA \$8/hr	Sect'y \$9/hr <hr/> Clerk \$8/hr	Cafeteria Worker \$8/hr.	Custodian \$10/hr.	Lead Counselor \$10/hr.	Counselor \$8/hr	CIT \$7.15/hr.
A	Andrew Bedard	X								
B	Anna Carmel			X		X				
C	Christine Chadwick			X		X	X			
D	Debra Christensen								X	
E	Steven Hultz	X								
F	Deana Myers	X		X	X					
G	Sandra Olson	X								
H	Claire Rubiski			X	X	X				
I	Samantha Silvani								X	X
J	Philip Skeans						X			
K	Elizabeth Wheeler			X	X	X				

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L	Debra Wilkinson	X		X	X					
M	Stanley Zdon	X								
N	Carmen Oyola			X						

Roll Call:

Mr. Cimino - Yes
 Mrs. Elley - Yes
 Mr. Heinrich - Yes

Mrs. O'Brien - Yes
 Mrs. Perrino - Yes
 Mrs. Smith - Yes

Special Services:

Motion by C. Smith. Seconded by C. Cimino.

To approve the Out of District Placement for S.G. - GJM 1st grade student at the Education Academy. Effective date March 23, 2009 for the remainder of the 2008-2009 School Year. The tuition cost prorated per diem \$198.02 X 185 days = \$36,633.70.

To approve the Out of District Tuition payments to the Barnegat School District for H.B. and J.B. commencing on March 12, 2009 and continuing while they remain homeless. The tentative tuition charge is \$1258 per month per child, prorated.

To approve the home instruction up to five hours per week for B.D., a preschooler who is unable to attend due to medical limitations. Home instruction to begin the week of March 23, 2009.

To approve posting of up to 20 paraprofessionals to work in the 2009 ESY Program as required by student's IEP's.

Policy and Procedures:

To approve the disposal of obsolete equipment no longer in use in the district.

To approve the following venue to be added to the approved list of Fieldtrips for the 2008/2009 School Year.

- a) Hands Garden and Patio Center, LEH

To approve the following policies for revision as listed below:

POLICIES FOR REVISION

NUMBER	TITLE
0142.1	Nepotism (M)
1220	Employment of Chief School Administrator (M)

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1620	Administrative Employment Contracts
2460	Special Education (M)
2467	Surrogate Parents and Foster Parents (M)
6423	Expenditures for Non-Employee Activities, Meals and Refreshments
6470	Payment of Claims (M)
6510	Payroll Authorization (M)
6830	Audit and Comprehensive Annual Financial Report (M)
9120	Public Relations Program (M)

To approve the following regulations for revision as listed below.

REGULATIONS FOR REVISION

NUMBER	TITLE
2460	Special Education (M)
2460.1	Special Education – Location, Identification, and Referral (M)
2460.8	Special Education – Free and Appropriate Public Education (M)
2460.9	Special Education – Transition from Early Intervention Programs to Preschool Programs (M)

To approve the following polices for first reading as listed below.

POLICIES FOR 1ST READING

NUMBER	TITLE
2428.1	Standards-Based Instructional Priorities
6832	Conditions of Receiving State Aid
8311	Managing Electronic Mail

To approve the following polices for first reading, second reading and adoption as listed below.

POLICY 1ST READING, 2ND READING AND ADOPTION

NUMBER	TITLE
6471	School District Travel (M)

To approve the following regulations for first reading, second reading and adoption as listed below.

REGULATION 1ST READING, 2ND READING AND ADOPTION

NUMBER	TITLE
6471	School District Travel Procedures (M)
2460.16	Special Education – Instructional Material to Blind or Print-Disabled Pupils (M)

To approve the following regulations for second reading and adoption as listed below.

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REGULATIONS 2ND READING AND ADOPTION

NUMBER	TITLE
5331	Management of Life-Threatening Allergies in Schools (M)
8420.7	Lockdown Procedures (M)

To approve to abolish the following polices as listed below.

ABOLISH POLICIES

Policy 6471 replaces these 4 policies

NUMBER	TITLE
0147	Board Member Travel Expenses (M)
0147A	Board Member Travel Expenses (M)
3440	Teaching Staff Members Travel Expenses (M)
4440	Support Staff Members Travel Expenses (M)

To approve to abolish the following regulations as listed below.

ABOLISH REGULATIONS

Regulation 6471 replaces these 2 regulations

NUMBER	TITLE
3440	Travel Expenses (M)
4440	Travel Expenses (M)
2460.5	Special Education – Participation in State-wide Testing (M)
2460.10	Special Education – Special Education – Maintenance, Access to and Confidentiality of Pupil Records (M)
2460.14	Special Education – In-service Training (M)

To approve the following job descriptions for use in the district as listed below:

- a) Building Manager
- b) Coordinator for the Community School
- c) Elementary Supervisor – Early Childhood Education

Professional

Development

2009/2010 Plan:

To approve the final approval and acceptance of the 2009/2010 Little Egg Harbor Township School District Local Professional Development Plan which was accepted by the Ocean County Professional Development Board on March 13, 2009.

Community Use of

School Property:

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

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Organization/Event	Date/Time	Location
Bayshore Athletic Association	4/09 – 10/09; Saturdays 9 am. dusk; Mon-Fri. 430pm to dusk	Intermediate Baseball/Softball Fields
Relay For Life Walkathon Committee	4/28/09 – 2:45pm – 5:30pm	Intermediate – Blacktop and field; snack area before walk; Hallways in class of rain
Relay for Life Walkathon Committee	4/28/09 3:00 pm – 3:40pm	GJM School MPR (1/2) snack and check in area

Addendum

To approve the appointment of Christine Dupuis as the Coordinator for the e-Mints Training at an annual stipend of \$5,000 for the 2008/2009 School Year.

Roll Call:

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

Enrollment/ Attendance:

Enrollment report submitted by Doris Ogden, Attendance Officer as of February 28, 2009

George J. Mitchell Elementary School	801
Intermediate School	975
District Total Enrollment	1,776
Out of District	4
Incoming tuition Student	2
Homebound Instruction	2 (CIEBP)

Enrollment One Year Ago	1,669
Enrollment Two Years Ago	1,659

February 18, 2009 – March 20, 2009

Suspensions:

George J. Mitchell Elementary School Intermediate School

In School	0	In School	1
Out of School	1	Out of School	1
Bus	4	Bus	1

Open to the Public:

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Mrs. Hoden discussed National Child Protection Month – Mrs. Himchak is spearheading this project

Board Forum:

Mrs. Smith wished Mrs. Elley good luck and stated she enjoyed working with her.

Mr. Heinrich stated she still has some work to do.

Dr. Kasyan thanked Mrs. Elley and noted the board will miss her.

Mrs. Coates wished Mrs. Elley well and thanked her.

Adjournment:

Motion R. Heinrich. Seconded by C. Smith.

To adjourn at 8:04 p.m.

Voice Vote: All Ayes

Respectfully Submitted,

Lynn Coates
School Business Administrator/Board Secretary