

LITTLE EGG HARBOR BOARD OF EDUCATION
March 3, 2011
5:30 p.m.
Frog Pond Elementary School – Multi-Purpose Room

Call to Order:

The meeting was called to order by Ms. Gina Frasca, Board President at 5:41 p.m.

Roll Call:

Mr. Cimino	- Yes	Mr. Sanzari	- Yes
Mr. Daleo	- Yes	Mr. Wood	- Yes
Mr. Held	- Yes	Ms. Frasca	- Yes
Dr. Newman	- Yes		

Also present were: Dr. Frank Kasyan, Mrs. Lynn Coates, Mr. Joseph Coronato and Mr. Terry Brady

Executive Session:

Motion by K. Held. Seconded by R. Newman.

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.

Voice Vote: All Ayes

Out of Executive Session:

The board returned to public session at 6:34 p.m. Dr. Newman left at 6:35 p.m., returned at 6:37 p.m.

Pledge of Allegiance:

Ms. Frasca led the group in the Pledge of Allegiance.

Open Public Meeting Act:

Ms. Frasca read the Sunshine Statement as follows:

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 February 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.

Superintendent's Report:

Dr. Frank Kasyan, Superintendent of Schools – Dr. Kasyan reported Mr. Henderson's recent surgery. Dr. Kasyan spoke about retirees Mrs. Rosemary Desmond and Mrs. Nancy Schott. Dr. Kasyan congratulated Mrs. Maureen Himchak on her grant writing for the Pollinator Garden Grant. Dr. Kasyan informed the board of Mrs. Susan Lescure's trip to India last summer and how she set up a library for a school that had no books and how she will be returning in July to train a national on how to become a librarian. Dr. Kasyan updated the board on the following events in the district: Child Assault Program, Dr. Seuss Costume Contest winners were announced, Spaghetti Dinner, Budget and Finance Workshop. Dr. Kasyan thanked the entire staff for giving back to help staff members.

LITTLE EGG HARBOR BOARD OF EDUCATION

March 3, 2011

5:30 p.m.

Frog Pond Elementary School – Multi-Purpose Room

Presentations:

Dr. Kasyan, Superintendent of Schools – 1st Graduating Class from e-Mints

Motion by R. Wood. Seconded by A. Daleo.

To acknowledge the following:

Whereas, the Little Egg Harbor School District was the first school district in New Jersey to work with the eMints National Center, a professional development program that provides two hundred hours of training over two years, which is offered in conjunction with the University of Missouri;

Whereas, teachers learn to use a constructivist pedagogy infused in a technology rich classroom so that students are afforded the opportunity to become true 21st century learners and teachers can reach the level of master teacher of technology;

Whereas, Ms. Christine Cummings provided this professional development program for teachers and ensured – by her effective instruction – that her students met all of the ISTE National Educational Technology Standards for Teachers (NETS-T) and have reached the level of master teacher of technology.

The Little Egg Harbor Board of Education recognizes their achievement and applauds their efforts in this endeavor.

Linda DiGiulio
Clare Gallagher
Maureen Gosford
Dawn Johnson
Kathleen Mandra

Carolyn Mulligan
Regina Nielsen
Elaine Rudolph
Christopher Tobin

Roll Call:

Mr. Cimino - Yes
Mr. Daleo - Yes
Mr. Held - Yes
Dr. Newman - Yes

Mr. Sanzari - Yes
Mr. Wood - Yes
Ms. Frasca - Yes

Mrs. Coates stated that the motion carried.

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 was none at this time.

Board Forum:

LITTLE EGG HARBOR BOARD OF EDUCATION

March 3, 2011

5:30 p.m.

Frog Pond Elementary School – Multi-Purpose Room

Ms. Frasca thanked the staff and expressed gratitude on behalf of the board for coming through and went on to say that it was a difficult budget process and that the district is at a bare bones minimum and also thanked the staff on behalf of the students as well. Ms. Frasca stated that the staff are pioneers and that we are all here for the kids – thank you!

Mr. Wood thanked the staff and went on to say what a wonderful thing and that the leadership did an outstanding job. Mr. Wood commented that there has been a \$2 million give back in five years and thanked the whole association and leadership.

Board Committee

Update:

Ms. Gina Frasca – Budget Finance Committee – Ms. Frasca noted that the budget workshops have not been very well attended and that the district is doing their best to get the word out and get input from the public.

Board Secretary

Business Items:

Minutes:

Motion by R. Wood. Seconded by C. Cimino.

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

January 24, 2011

Regular and Executive

Line Item

Transfers and

Adjustments:

To approve the following:

- Current Appropriation Adjustments 160 – 195
- YTD Disbursement Adjustments 057 – 067
- Estimated Revenue Adjustments 017
- Receivable Adjustments 9, G

Approval of Bills,

Bill List, Voided

Check Register:

To approve the following:

Bill List	Month	Check Number Range
General Warrants	January Addition	3635 – 3636
General Warrants	February	3637 – 3743
Cafeteria	February	1254 – 1262
Community School	February	1341 – 1347
Referendum	February	417 – 419, Bank Fee
Referendum 2	February	1082 – 1086, Bank Fee
Voided Check Register	December	Various

LITTLE EGG HARBOR BOARD OF EDUCATION

March 3, 2011

5:30 p.m.

Frog Pond Elementary School – Multi-Purpose Room

December, 2010
Board Secretary’s
Report:

Pursuant to N.J.A.C. 6A: 22-2.11© 3, I, Lynn Coates, Board Secretary, certify that as of December 2010, 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.

March 3, 2011

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 December 2010, 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.

December 2010
Treasurer’s
Report:

To accept the Treasurer’s Report for the month of December 2010. The Board Secretary Report and the Report of the Treasurer are in agreement.

Approval of
Payroll:

To approve the payroll as follows:

January 28, 2011	\$774,553.42
February 15, 2011	\$777,890.11
February 28, 2011	\$795,445.53
Total	*\$2,347,889.06

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

Travel

To approve travel and related expense reimbursement per policy.

Roll Call:

Mr. Cimino	- Yes	Mr. Sanzari	- Yes
Mr. Daleo	- Yes	Mr. Wood	- Yes
Mr. Held	- Yes	Ms. Frasca	- Yes
Dr. Newman	- Abstain from minutes approval – Yes to rest		

Mrs. Coates stated that the motion carried.

LITTLE EGG HARBOR BOARD OF EDUCATION
March 3, 2011
5:30 p.m.
Frog Pond Elementary School – Multi-Purpose Room

Election Day Poll Hours

Motion by C. Cimino. Seconded by A. Daleo.

To approve the tentative poll hours on Election Day, April 27, 2011 to be from 2:00 p.m. – 9:00 p.m.

Nutri-Serve Food Service Management Company, Inc. Agreement:

To renew a one-year contract for the 2011-2012 school year between the Little Egg Harbor Board of Education and Nutri-Serve Food Service Management Company, Inc., pending attorney review.

To renew the food service management contract for Nutri-Serve Food Management, Inc. at the per meal fee of \$0.1224 per student meal, \$0.765 per meal equal and the meal equal factor of \$1.00 for the 2011-2012 school year.

Bid Advertisement:

To authorize the bidding process and specifications for the purpose of awarding the Frog Pond School Field Restoration Project. Proposed schedule will be presented by Edwards Engineering prior to release of bid.

2011-2012 Proposed Budget Approval:

To approve the proposed tentative 2011-2012 school district budget for submission to the County Office of Education:

Operating Budget	\$20,870,474
Grants/Entitlements	\$5,308,605
Repayment of Debt	\$2,031,783
Total District Budget	\$28,210,862
General Fund Tax Levy	\$10,387,738
Debt Service Tax Levy	\$1,324,548
Total Tax Levy	\$11,712,286

Use of Fund Balance (BPU Grant for Solar Project)	\$262,560
Use of Ed Jobs Funding	\$336,964
Deposit into Capital Reserve (estimated interest income for 2011-2012)	\$1,000

The Public Hearing on the budget will be Monday, March 28, 2011, 6:30 p.m. at the Frog Pond Elementary Multi-Purpose Room.

LITTLE EGG HARBOR BOARD OF EDUCATION
March 3, 2011
5:30 p.m.
Frog Pond Elementary School – Multi-Purpose Room

State Aid:

To approve the 11-12 anticipated State Aid.

General State Aid	Anticipated	Increase/Decrease
Equalization Aid	\$ 6,037,820.00	\$ -
Transportation Aid	\$ 1,020,960.00	\$ -
Special Education Aid	\$ 795,998.00	\$ -
Security Aid	\$ 332,167.00	\$ -
Adjustment Aid	\$ 1,107,234.00	\$ 218,689.00
Subtotal Aid	\$ 9,294,179.00	\$ 218,689.00
Preschool Education Aid	\$ 4,020,030.00	\$ -
Debt Service Assessment	\$ (203.00)	\$ -
Subtotal	\$ 13,314,006.00	\$ -
Other State Aid		
Extraordinary Aid	\$ 369,256.00	\$ -
Debt Service Aid	\$ 706,981.00	\$ -
Subtotal	\$ 1,076,237.00	\$ -
TOTAL	\$ 14,390,243.00	\$ 218,689.00

Maximum Travel:

To approve the following:

BE IT FURTHER RESOLVED that the travel expenses for the 2011-2012 school year not exceed \$40,000, that the maximum amount established in the pre-budget year (2010-2011) was \$65,000 and that as of February 25, 2011, \$29,645 has been expended on travel.

State Health Benefits Program:

To authorize the participation of the Little Egg Harbor Board of Education in the State Health Benefits Program and/or School Employees' Health Benefits Program and the Employees' Prescription Drug Plan of the State of New Jersey effective July 1, 2011.

Roll Call:

Mr. Cimino	- Yes	Mr. Sanzari	- Yes
Mr. Daleo	- Yes	Mr. Wood	- Yes
Mr. Held	- Yes	Ms. Frasca	- Yes
Dr. Newman	- Yes		

Mrs. Coates stated that the motion carried.

LITTLE EGG HARBOR BOARD OF EDUCATION

March 3, 2011

5:30 p.m.

Frog Pond Elementary School – Multi-Purpose Room

Board

Correspondence:

- Correspondence from Ms. Fugere
- Correspondence Nutri-Serve Food Management
- Correspondence Ms. Ogden, Transportation Liaison
- Correspondence regarding BCBANC 2011
- Correspondence from Ocean County Board of Taxation
- Correspondence from the Division of Early Childhood Education
- Correspondence from NJSBA

Administrator's

Reports:

- Carol Saker, Director of Special Services – Mrs. Saker thanked Mrs. Demond for all of her hard work and stated she could still change her mind!
- Ms. Christine Cummings – thanked all eMints teachers and their commitment to make classrooms better places for children and that it was a wonderful experience – Ms. Cummings thanked Dr. Kasyan and noted that without him we would not have eMints and that the district is fortunate.
- Dr. Frank Kasyan, acting principal at Frog Pond Elementary – Dr. Kasyan reported on the following: Dr. Seuss contest and announced the winners, budget meeting and spaghetti dinner
- Jacqueline Truzzolino, Principal George J. Mitchell Elementary School – Mrs. Truzzolino reported on the following:
WOYC event scheduled for April 9, Pre School registration March 22 through March 24, 6th grade projects April 7 for both buildings, welcomed Ms. Cummings as Mr. Kappeler's replacement and went on to say that she is thrilled to have Ms. Cummings join the GJM staff.

Retirements:

Motion by R. Wood. Seconded by C. Cimino.

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

- a. Rosemary Desmond, GJM, CST Secretary, 19 years, effective June 30, 2011
- b. Nancy Schott, GJM, Food Service Worker, 9 years, effective March 1, 2011

Resignations:

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

- a. Walter Kappeler, GJM, Elementary Supervisor, effective February 28, 2011
- b. Callie Yaeger, GJM, Preschool Teacher, effective April 15, 2011

Roll Call:

Mr. Cimino	- Yes	Mr. Sanzari	- Yes
Mr. Daleo	- Yes	Mr. Wood	- Yes
Mr. Held	- Yes	Ms. Frasca	- Yes
Dr. Newman	- Yes		

Ms. Frasca congratulated the employees on their retirements/resignations and stated they will be missed.

Mrs. Coates stated that the motion carried.

LITTLE EGG HARBOR BOARD OF EDUCATION

March 3, 2011

5:30 p.m.

Frog Pond Elementary School – Multi-Purpose Room

College Course Approval:

Motion by C. Cimino. Seconded by R. Wood.

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

NAME/COLLEGE	SEMESTER/COURSE	TUITION
Ellen V. Sutton	Spring 2011	\$376.00
Ocean County College	BIOL 114 – Principles of Biology	

Leave of Absence:

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

- a. Robin Jo Norris, FPE, Art Teacher, beginning February 22, 2011 through on or about April 1, 2011. Ms. Norris has requested to utilize the Federal Family Leave Act for a total of 26.5 days. Her benefits will remain intact during this time.
- b. Sandra Wade, FPE, Resource Room Teacher, beginning February 28, 2011 through on or about April 12, 2011. Mrs. Wade has requested to utilize the Federal Family Leave Action for a total of 34 days. Her benefits will remain intact during this time.

To approve the following request(s) for Intermittent Leave of Absence to care for ill family members as listed below:

- a. Christine McMullan, FPE, Paraprofessional, February 14, 2011 through March 15, 2011. Mrs. McMullan has requested to utilize the New Jersey Family Leave Act. Her benefits will remain intact during this time.
- b. Penny Michaelson, GJM Cafeteria Worker, February 9, 2011 through on or about March 25, 2011.

Staffing 10/11:

To approve the appointment of the following 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
Jennifer Grazioso	Counselor	6a		\$10.00 per hour		CS	On or about 3/4/2011 – 6/30/2011	Comm Sch
Kaitlyn Kinney	Counselor	6b		\$10.00 per hour		CS	On or about 3/4/2011 – 6/30/2011	Comm Sch

LITTLE EGG HARBOR BOARD OF EDUCATION

March 3, 2011

5:30 p.m.

Frog Pond Elementary School – Multi-Purpose Room

Nanette Cummings	Teacher	6c		BA Step 1 \$50,489 (pro-rated)		LEHEA	3/3/2011 – 6/30/2011	Inst. GJM
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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/ Field

Work Placements:

To approve the following request(s) for student teacher and/or field work placements for the 2010/2011 School Year as listed below:

Name	College/Semester	Placement
Shane Nugent	Ocean County College Spring 2011 30 hour practicum	George J. Mitchell 4 th grade – Mrs. Baker
Ilona Knudson	Richard Stockton College 4 hour observation	George J. Mitchell 3 rd grade – Mrs. Crotty
Carolyn Marrone	Monmouth University 1 hour observation	George J. Mitchell PSH –Mrs. Lupo
Janene Pivola	Northampton Community College Spring 2011 20 hour practicum	Head Start Tuckerton TBA
Rebecca Pritsch	Monmouth University Fall 2011 – Spring 2012 Internship	George J. Mitchell Dr. Carol Oliver, School Psychologist
Melanie Mancuso	Monmouth University Spring 2011 4 hour observation	Frog Pond 1 st grade – Mrs. Mason
Jessica Webb	Georgian Court University 1 day observation with school psychologist	George J. Mitchell Dr. Carol Oliver, School Psychologist

Substitutes:

To approve the following substitutes as listed below for the 2010/2011:

LITTLE EGG HARBOR BOARD OF EDUCATION

March 3, 2011

5:30 p.m.

Frog Pond Elementary School – Multi-Purpose Room

	Name	Teacher Certified \$78/day Teacher Sub Cert \$70/day	Nurse \$85/day	Para \$8/hr	Sect'y \$9/hr Clerk \$8/hr	Custodian \$10/hr.	Lead Counselor \$10/hr. Lead Camp Counselor \$12/hr.	Head Camp Counselor \$10/hr.	Counselor \$8/hr. Camp Counselor \$8/hr	CIT \$7.25/hr. Camp CIT \$7.25/hr.
A	Casillas, Kellyanne	✓								
B	Claussen, Michelle	✓								
C	Day, Samantha	✓								
D	Falkowski, Justine	✓								
E	Mancuso, Melanie	✓								
F	Page, Tara	✓								
G	Rutter, Tara	✓								
H	Smith, Eileen	✓								
I	Bolton, Rachel			✓						
J	Cerrullo, Kristen			✓						
K	Jaworski, Kathleen			✓				✓		
L	Manzoni, Danielle			✓						
M	Lank, Meggan			✓	✓	✓			✓	✓
N	Rubiski, Cassandra			✓	✓				✓	✓
O	Stankiewictch, Maria Elena			✓						
P	Gentile, Peter					✓				
Q	DiMatteo, Leonard					✓				

LITTLE EGG HARBOR BOARD OF EDUCATION

March 3, 2011

5:30 p.m.

Frog Pond Elementary School – Multi-Purpose Room

Roll Call:

Mr. Cimino	- Yes	Mr. Sanzari	- Yes
Mr. Daleo	- Yes	Mr. Wood	- Yes
Mr. Held	- Abstain College Course	Ms. Frasca	- Yes
	Approval – Yes to others		
Dr. Newman	- Yes		

Mrs. Coates stated that the motion carried.

Policy and Procedures:

Motion by C. Cimino. Seconded by R. Sanzari.

To approve the following policy for 2nd reading and adoption as listed below:

POLICY #	POLICY TITLE
1140	Affirmative Action Program (M)

To approve the following regulation for 2nd reading and adoption as listed below:

POLICY #	POLICY TITLE
1140	Affirmative Action Program (M)

Field Trips 2010/2011

To approve the following field trips for the 2010-2011 school year:

- a. Lakeside Village Mall, Manahawkin, NJ
- b. Shop-Rite, Lanoka Harbor, NJ
- c. Perkins Restaurant, Forked River, NJ

Grants:

To accept the following grant:

- a. Green Works! Pollinator LIVE Grant - \$1,000.00

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
Girl Scout of Jersey Shore Girl Scout Assembly / Birthday Celebration	March 11, 2011 2:00pm – 3:00pm	GJM Multi-purpose room
Little Egg Harbor Theater	April 5 – April 10, 2011	FPE

LITTLE EGG HARBOR BOARD OF EDUCATION

March 3, 2011

5:30 p.m.

Frog Pond Elementary School – Multi-Purpose Room

Company	6:00pm – 10:00pm (5 th , 6 th , 7 th)	Multi-purpose room
Production of “Our Town”	5:00pm – 10:30pm (8 th , 9 th)	
	12:00pm – 6:30pm (10 th)	

Little Egg Harbor PTA	May 3, 2011	FPE
Distribution of Square 1 Art Fundraiser	3:00pm – 8:00pm	Multi-purpose room

AtlantiCare Mobile Mammography	May 18, 2011 9:30am – 2:30pm	FPE Parking Lot
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Roll Call:

Mr. Cimino	- Yes	Mr. Sanzari	- Yes
Mr. Daleo	- Yes	Mr. Wood	- Yes
Mr. Held	- Yes	Ms. Frasca	- Yes
Dr. Newman	- Yes		

Mrs. Coates stated that the motion carried.

Enrollment/Attendance: *Enrollment report submitted by Doris Ogden, Attendance Officer as of January 31, 2011*

George J. Mitchell Elementary School	987
Frog Pond Elementary School	844
District Total Enrollment	1831
CIEBP	1 (FPE)
Out of District	6 (5 FPE & 1 GJM)
Incoming Tuition Student	2 (FPE)
Head Start	24
Enrollment One Year Ago	1808
Enrollment Two Years Ago	1751

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

<u>Suspensions:</u>	George J. Mitchell Elementary School	Frog Pond Elementary School	
In School	6	In School	2
Out of School	2	Out of School	
Bus	2	Bus	1

LITTLE EGG HARBOR BOARD OF EDUCATION

March 3, 2011

5:30 p.m.

Frog Pond Elementary School – Multi-Purpose Room

Open to the Public:

Mrs. Stewart, President Little Egg Harbor Education Association – Mrs. Stewart thanked everyone for their kind words this evening. Mrs. Stewart went on to thank the following: the teachers that came to all meetings, Dr. Kasyan and Mrs. Coates for researching and looking at options, Mr. Wood we can't thank you enough. Mrs. Stewart stated that the Association has been under a difficult time and are truly dedicated to this community and are proud to represent them. We look forward to working closely with the board to pass the budget.

Ms. Frasca thanked Mrs. Stewart for her leadership and went on to say it means a lot.

Board Forum:

Mr. Held stated this board is going to work hard and went on to say that a lot of problems have been addressed and are committed to working through it.

Miscellaneous:

Executive Session #2:

Motion by R. Wood. Seconded by C. Cimino.

To enter into executive Session at 7:13 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.

Voice Vote: All Ayes

Out of Executive Session:

The board returned to public session at 8:35 p.m.

Adjournment:

Motion by R. Sanzari. Seconded by A. Daleo to adjourn at 8:35 p.m.

Voice Vote: All Ayes

Respectfully Submitted,

Lynn Coates
School Business Administrator/Board Secretary