

**LITTLE EGG HARBOR BOARD OF EDUCATION**  
**November 15, 2010**  
**4:30 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 4:46 p.m.

Roll Call:

|            |                     |             |       |
|------------|---------------------|-------------|-------|
| Mr. Cimino | - Absent            | Mr. Sanzari | - Yes |
| Mr. Daleo  | - Arrived 5:05 p.m. | Mr. Wood    | - Yes |
| Mr. Held   | - Yes               | Ms. Frasca  | - Yes |
| Dr. Newman | - Yes               |             |       |

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

**Executive Session:**

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

To enter into Executive Session at 4:47 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

Absent: Mr. Cimino, Mr. Daleo (not present at this point)

**Out of Executive Session:**

The board returned to public session at 6:36 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 3, 2010 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 on the following: American Reading Company, presented photos on façade project and noted that the project is on time and under budget for the 1<sup>st</sup> phase, NJQSAC and also on the following upcoming events: LEH PTA Square Dance, LEH PTA Holiday Vendor Fair, LEH PTA Holiday shop at GJM, Holiday Concerts. Dr. Kasyan thanked the QSAC committee and Mrs. Rosenberg for the efforts gathering information for the QSAC submission to the state.

Mr. Wood noted that the Spartan Construction did an excellent job on the 1<sup>st</sup> phase of the façade

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project.

Dr. Kasyan presented information on the American Reading Company and reading data on the district. Dr. Kasyan applauded everyone in the room this evening. Ms. Frasca thanked Dr. Kasyan and stated that everyone is very excited about the American Reading Company.

**Presentations:**

**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.

Christine Snyder – Asked if the American Reading Program is permanent? Dr. Kasyan replied yes that it is a permanent program. Ms. Snyder asked if the teachers are being pulled weekly? Dr. Kasyan replied yes that 20 professional development workshops and fishbowls are being held and that bins are rotated periodically. Dr. Kasyan stated that the committee of the board will be looking at the homework policy. Ms. Snyder inquired how is this program impacting homework. Dr. Kasyan noted that once a decision is reached and adopted we will get that information out to the parents.

Mr. Laurenzo inquired about the percentage increase of medical benefits. Mrs. Coates replied that information is not available until February, at the latest April.

**Board Forum:**

Ms. Frasca announced that there is a letter going out to the pension department regarding the PERS contribution going from \$300,000 to \$357,000 – Ms. Frasca asked how can we make this better and went on to say that there is a meeting Wednesday, November 17, 2010 regarding strategic planning. Ms. Frasca thanked the teachers and parents for coming out to parent night and went on to say that this is a systematic change and looks forward to this, it will be worth it.

Mr. Laurenzo inquired about PERS amounts. Ms. Frasca clarified.

**Board Committee**

**Update:**

Mr. Held – Buildings and Grounds Committee – Mr. Held reported that there is a lot of hard work behind us. Mr. Held reported on the following projects:

Façade – Repair Phase - Complete

Energy Audit – Progressing

Soil Erosion – Will be re-bidding in the Spring

Roof – Under Warranty

Ms. Frasca thanked the facilities committee for their tremendous number of hours that they have put in and that she is looking forward to the Early Childhood Center.

Dr. Newman reminded everyone that there will be a public workshop on the budget on November 30 at 5:30 – public input will be taken and it will be a chance to be a part of the early budget process instead of waiting for a formal hearing.

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Dr. Newman stated that the Early Childhood Center is strictly being paid for by preschool funds. Dr. Kasyan gave the history of the proposed Early Childhood Center, noting we need class space and have looked into all types of financing. Dr. Kasyan spoke of the ROD grant, \$600,000 of funds available – payments will come from grant, staffed with our staff – not using a private provider, they will be part of our association, no increase in administration only in custodial staff, no tax burden (real estate) to Little Egg Harbor, Dr. Kasyan noted that we are getting our fair share.

Mr. Laurenzo inquired if we would be using a 5 year lease program for the \$600,000. Dr. Kasyan stated our cost will be \$500,000 per year. Dr. Kasyan stated there will be 14 classrooms, 2 walls = 16 classrooms. Mr. Wood stated that the building will be delivered on a truck. Mr. Laurenzo asked if this was a budgeted item. Dr. Kasyan stated that the Early Childhood Center was in the preschool budget. Mrs. Coates added that the lease will be paid for out of preschool funds. Mr. Held stated that the level of technical expertise brought to the table along with the committee, a price tag could not be placed on it and thanked everyone involved.

Ms. Frasca, Mrs. Coates and Dr. Kasyan all agreed with Mr. Held.

**Board Secretary**  
**Business Items:**

**Minutes:**

Motion by R. Wood. Seconded by K. Held.

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

October 18, 2010

Regular and Executive

**Line Item**  
**Transfers and**  
**Adjustments:**

To approve the following:

- Current Appropriation Adjustments 083 – 111
- YTD Disbursement Adjustments 032 – 047
- Estimated Revenue Adjustments 015 – 016
- Receivable Adjustments E, F

**Approval of Bills,**  
**Bill List, Voided**  
**Check Register:**

To approve the following:

| <b>Bill List</b>      | <b>Month</b> | <b>Check Number Range</b> |
|-----------------------|--------------|---------------------------|
| General Warrants      | November     | 3340 – 3446               |
| Cafeteria             | November     | 1228 – 1235               |
| Community School      | November     | 1302 – 1321               |
| Education Foundation  | November     | 1073                      |
| Referendum            | November     | 412 – 414                 |
| Referendum 2          | November     | Bank Fee                  |
| Voided Check Register | September    | Various                   |

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**September, 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 September 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.

\_\_\_\_\_  
Board Secretary

November 15, 2010  
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 September 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.

**September 2010**  
**Treasurer's**  
**Report:**

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

**Approval of**  
**Payroll:**

To approve the payroll as follows:

|                   |                        |
|-------------------|------------------------|
| October 29, 2010  | \$775,234.77           |
| November 15, 2010 | \$776,779.52           |
| <b>Total</b>      | <b>*\$1,552,014.29</b> |

\*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 |
| Dr. Newman | - Yes    |             |       |

Mrs. Coates stated the motion carried.

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

Motion by R. Sanzari. Seconded by R. Wood.  
To authorize the 2011-2012 Budget Plan of Action as presented.

**Facilities**  
**Approvals**

To approve the following:

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- Comprehensive Maintenance Plan
- Annual Maintenance Budget Amount Worksheet (M-1)
- Long Range Facilities Plan Calculator

The district's required maintenance activities are reasonable and keep the school facility open and safe for use or in its original condition and maintain the validity of their warranties.

**Roll Call:**

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

Mrs. Coates stated the motion carried.

**Board**

**Correspondence:**

- Correspondence from Mrs. Ogden, Transportation Liaison
- Correspondence from Nutri Serve

**Administrator's**

**Reports:**

- Carol Saker, Director of Special Services
- Troy Henderson, Principal Frog Pond Elementary School – Mr. Henderson thanked the board and stated that 120 teachers/administrators attended the workshop – stated that Frog Pond is at 44 and their goal is 800 steps
- Jacqueline Truzzolino, Principal George J. Mitchell Elementary School
- Patricia DeGeorge – Principal Preschool – Mrs. DeGeorge reported on the following – Family Workshop, First Aid, Dental Health Program, PIE Volunteers, Flat Stanley from Mrs. Chaplick's class visiting the Country Music Awards

**Advanced**

**Training Level:**

Motion by R. Wood. Seconded by R. Sanzari.

To approve the following request for Advanced Training Level of the Teacher's Salary Guide, effective December 1, 2010, as listed below:

- a. Pamela Mason from MA+30 Step 9 \$61,399 to MA+45 Step 9 \$62,249

**Leave of Absence:**

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

- a. Lisa Wentzell – Frog Pond Elementary School – KDN Teacher - Maternity Leave of Absence, effective 11/29/2010 through on or about 4/4/2011. She has requested to utilize 10

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sick days, 40 days of Federal Family Leave Act and 29 days of New Jersey Family Act.

**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          |
| Karen Knorr  | P/T Spec. Ed. Paraprofessional |       | N | \$12.03 x 4.5 x 180 = \$9,744 | SM        | PTA        | 11/16/2010 – 6/30/2011 | Inst.           |
|              | Step 7                         |       |   |                               |           |            |                        | FPE             |
|              |                                |       |   |                               |           |            |                        |                 |

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

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

**Student Teacher**

**Placement:**

To approve the following request(s) for student teacher placement for the 2010/2011 School Year as listed below:

| <b>Name</b>              | <b>College/Semester</b>   | <b>Placement</b> |
|--------------------------|---|------------------|
| Peggy Jones<br>K-5       | Monmouth University<br>Student Teaching<br>1/19/2011 – 4/29/2011                | TBA              |
| Jennifer Cala<br>K-5     | Georgian Court University<br>Spring 2011 Field Placement –<br>90 hour practicum | TBA              |
| Samantha Fromosky<br>K-5 | Ocean County College<br>Fall 2010 Field Placement –                             | TBA              |

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10 hour practicum

Christopher Baker  
Speech

Richard Stockton College of NJ  
1 day observation

GJM  
Mrs. Donna Brower

**Substitutes:**

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

|   | Name                      | Teacher Certified \$78/day<br><hr/> Teacher Sub Cert \$70/day | Nurse \$85/day | IA \$8/hr | Sect'y \$9/hr<br><hr/> Clerk \$8/hr | Custodian \$10/hr. | Lead Counselor \$10/hr.<br><hr/> Lead Camp Counselor \$12/hr. | Head Camp Counselor \$10/hr. | Counselor \$8/hr.<br><hr/> Camp Counselor \$8/hr | CIT \$7.25/hr.<br><hr/> Camp CIT \$7.25/hr. |
|---|---------------------------|---|----------------|-----------|-------------------------------------|--------------------|---|------------------------------|--|---|
| A | Barrella, Faith           | ✓   |                |           |                                     |                    |   |                              |  |   |
| B | Breyta, Jennifer          | ✓   |                |           |                                     |                    |   |                              |  |   |
| C | Cronin, Shana L.          | ✓   |                |           |                                     |                    |   |                              |  |   |
| D | Johnson-Muffley, Kimberly |   |                | ✓         | ✓                                   |                    |   |                              |  |   |
| E | Sparks, Pamela Ann        | ✓   |                |           |                                     |                    |   |                              |  |   |

Roll Call:

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

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

Mrs.Coates stated the motion carried.

**Special Services:**

Motion by R. Wood. Seconded by R. Sanzari.

To approve the agreement between the Philadelphia University School of Science and Health, Occupational Therapy Program, Clinical Affiliation Agreement and the Little Egg Harbor Board of Education effective November 1, 2010.

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To approve the hospital tutoring for T.E. grade 5, FPE effective 9/17/2010 at the rate of \$47.00/hour up to ten hours per week.

**Creative Curriculum:**

To approve the contract between Teaching Strategies Creative Curriculum and the Little Egg Harbor Township Board of Education effective 10 /19 /2010 through 9/20/2011 at a cost of \$1,498.50.

**District Nursing Plan:**

To approve the 2010-2011 District Nursing Plans for the George J. Mitchell Elementary School and the Frog Pond Elementary School.

**District Form:**

To approve the Incidents of Violence, Vandalism and Substance Abuse District Form.

**Field Trip:**

To approve the following fieldtrip for the 2010/2011 School Year:

- a. Ship Bottom Fire House, Ship Bottom, NJ

**Donation:**

To approve the acceptance of the donation for Kathie Mandra's 3<sup>rd</sup> grade class, FPE from Donors.org:

- Trait Crate: Grade 3: Picture Books, Model Lessons, and More to Teach Writing With the 6 Traits, Ruth Culham, quantity 1
- Creating 6-Trait Revisers and Editors for Grade 3: 30 Revision and Editing Lessons, Vicki Spandel, quantity 1
- Daily 6-Trait Writing, Grade 3 Evan-Moor Educational Publishers, quantity 1

To approve the acceptance of the donation of several musical instruments to the Little Egg Harbor School District from Mrs. Moloughney, resident of Little Egg Harbor Township.

**Five Year  
Preschool  
Program Plan:**

To approve the submittal of the Five-Year Preschool Program Plan Update for 2011-2012.

**New Jersey  
QSAC:**

To approve the submission of the New Jersey Quality Single Accountability Continuum (NJ QSAC) to the County Office Department of Education for review as required.

**Community Use of  
School Property:**

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

| <b>Organization/Event</b>  | <b>Date/Time</b>   | <b>Location</b>           |
|--|--|---------------------------|
| Pinelands Community Church –<br>Memorial Service                     | Saturday, October 16, 2010<br>9:00am – 12:00pm   | FPE<br>Multi-purpose room |
| Pinelands Community Church –<br>Holiday Service                      | Tuesday, December 21, 2010<br>6:00pm – 9:00pm  | FPE<br>Multi-purpose room |
| Little Egg Theatre Company<br>Rehearsal and Performance              | April 4 through April 8, 2011<br>5:00pm – 10:30pm<br>April 9 and April 10, 2011<br>12:00pm to 10:30pm        | FPE<br>Multi-purpose room |
| LEH Cultural & Education<br>Community Foundation<br>Monthly meetings | 11/10/2010; 12/1/2010;<br>1/12/2011; 2/9/2011; 3/9/2011;<br>4/13/2011; 5/11/2011; 6//2011<br>5:30pm – 8:00pm | FPE<br>Multi-purpose room |

**Roll Call:**

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

Mrs.Coates stated the motion carried.

**Amend Agenda:**

Motion by R. Wood. Seconded by K. Held.

To terminate the employment of Amy Carreno per employment contract (60 day notice).

**Roll Call:**

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

Mrs.Coates stated the motion carried.

Motion by R. Wood. Seconded by K. Held.

To authorize Garrison Architects to prepare bid specifications on a pre-fabricated 16 classroom Early Childhood Center with the intent to go to bid. This will be a 5 year lease purchase.

**Roll Call:**

|            |          |             |       |
|------------|----------|-------------|-------|
| Mr. Cimino | - Absent | Mr. Sanzari | - Yes |
| Mr. Daleo  | - Yes    | Mr. Wood    | - Yes |

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Mr. Held - Yes Ms. Frasca - Yes  
Dr. Newman - Yes  
Mrs.Coates stated the motion carried.

Motion by R. Wood. Seconded by R. Sanzari.

To approve the job descriptions of Night Building Manager and Facilities Secretary.

**Roll Call:**

Mr. Cimino - Absent Mr. Sanzari - Yes  
Mr. Daleo - Yes Mr. Wood - Yes  
Mr. Held - Yes Ms. Frasca - Yes  
Dr. Newman - Yes  
Mrs.Coates stated the motion carried.

**Enrollment/Attendance:**

*Enrollment report submitted by Doris Ogden, Attendance Officer as of*

|                                      |                   |
|--------------------------------------|-------------------|
| George J. Mitchell Elementary School | 996               |
| Frog Pond Elementary School          | 832               |
| District Total Enrollment            | 1828              |
| CIEBP                                | 1 (FPE)           |
| Out of District                      | 6 (5 FPE & 1 GJM) |
| Incoming Tuition Student             | 2 (2 FPE)         |
| Head Start                           | 25                |
| Enrollment One Year Ago              | 1810              |
| Enrollment Two Years Ago             | 1762              |

**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                   | 1 |
| Out of School                        | 2 | Out of School               | 0 |
| Bus                                  | 0 | Bus                         | 1 |

**Open to the Public:**

**Board Forum:**

**Miscellaneous:**

**Executive Session**

**#2**

Motion by R. Wood. Seconded by R. Sanzari.

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**4:30 p.m.**

**Frog Pond Elementary School – Multi-Purpose Room**

To enter into Executive Session at 7:16 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.

Voice Vote: All Ayes

Absent: Mr. Cimino

Mrs. Coates stated the motion carried.

**Out of Executive**

**Session:**

The board returned to public session at 7:51 p.m.

**Adjournment:**

Motion by R. Wood. Seconded by K. Held.

To adjourn at 7:52 p.m.

Respectfully Submitted,

Lynn Coates

School Business Administrator/Board Secretary