

**MINUTES OF THE  
REGULAR MEETING  
LAKEHURST BOARD OF EDUCATION  
TUESDAY, JUNE 9, 2015  
(HELD IN THE MEDIA CENTER OF THE LAKEHURST ELEMENTARY SCHOOL)**

**A. CALL TO ORDER -7:00 p.m.**

The Lakehurst Board of Education is called to order in compliance with the Open Public Meeting Act Public Law - 1975 Chapter 231 (P.L. 1975-231C). This meeting was advertised in the *Asbury Park Press* on May 29, 2015, posted on the bulletin board of the Borough Clerk and posted on the school bulletin board.

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

Mr. Malden	President	Present
Mr. Burton	Vice President	Absent
Mr. Oliver	Member	Present
Mrs. Septor	Member	Present
Mr. Hetzel	Member	Present

Determination of existence of Quorum necessary to take action, by Board Secretary/School Business Administrator.

**ALSO PRESENT:**

<u>x</u>	Mrs. Fuhring	Superintendent
<u>x</u>	Dr. Barneman	Assistant Superintendent
<u>x</u>	Mr. Parlman	School Business Administrator
<u>x</u>	Mr. Zabarsky	School Board Attorney
<u>x</u>	Mrs. Rucci	Vice Principal

The Agenda is available to the public on the Monday before a Board Meeting, at the Board Office.

**CLOSED SESSION RESOLUTION**

WHEREAS, Section 8 of the Open Public Meetings Act, N.J.S.A. 10:4-12 (New Jersey Statutes Annotated) permits the exclusion of the Public from a Meeting in certain circumstances; and

WHEREAS, the public body is of the opinion that such circumstances presently exist,

NOW, THEREFORE, BE IT RESOLVED by the Lakehurst Board of Education in the County of Ocean and the State of New Jersey, as follows:

1. The public shall be excluded from discussion of and action upon the herein after specified subject matter(s).
2. The general nature of the subject matter to be discussed is as follows:  
Personnel
3. It is anticipated that the matter(s) discussed will not be made public at any foreseeable time in the future;
4. This Resolution shall become effective immediately.

**CLOSED SESSION (Continued)**

A Motion was made by Mr. Oliver and seconded by Mrs. Septor to move on the above Resolution.

**ROLL CALL VOTE:**

Mr. Hetzel	Aye
Mrs. Septor	Aye
Mr. Oliver	Aye
Mr. Burton	Absent
Mr. Malden	Aye

Time In: 7:02 p.m.

Time At Conclusion Of Closed Session: 7:18 p.m.

**D. APPROVAL OF MINUTES**

A Motion was made by Mr. Hetzel and seconded by Mrs. Septor to dispense with the reading and Approve the:

- Minutes of Budget Adoption Meeting – April 28, 2015
- Minutes of Regular and Closed Session Meeting - May 19, 2015

Mr. Hetzel	Aye
Mrs. Septor	Aye
Mr. Oliver	Abstain
Mr. Burton	Absent
Mr. Malden	Aye

**E. BOARD OF EDUCATION INFORMATION COMMITTEE REPORT/SPECIAL REPORT**

- Mr. Oliver reported: Manchester Board of Education has held 5 or 6 meetings within the last 2 months. Discussion and Special Safety Meeting. Mr. Oliver suggested they contact Mrs. Fuhring as we are surrounded by Manchester.

**F. SUPERINTENDENT'S REPORT**

1. Enrollment Report:	<u>May 2015</u>	<u>April 2014</u>
Total Students	413	375

**Exhibit: 14-23**

**G. ASSISTANT SUPERINTENDENT'S REPORT**

- Presentation of Retirees

**H. VICE PRINCIPAL'S REPORT**

1. Teacher of the Year 2015 – 2016: Mrs. Kathleen Hoerster
2. Fire Drill Report:

	<u>Date</u>	<u>Time</u>	<u>Duration</u>
a.	05/11/15	9:13 a.m.	56 seconds
b.	05/13/15	10:29 a.m.	59 seconds

3. Security Drill: Bomb Threat Off-Site Building Evacuation

	<u>Date</u>	<u>Time</u>	<u>Duration</u>
	05/26/15	9:58 p.m.	18 minutes 7 seconds

**Exhibit: 14-23**

HIB Report – May: 0 Investigations, 0 Confirmed

**I. BUSINESS ADMINISTRATOR'S REPORT****J. CORRESPONDENCE TO AND FROM THE BOARD****K. PUBLIC COMMENTS ON AGENDA ITEMS****L. OLD BUSINESS****M. NEW BUSINESS****N. BOARD BUSINESS**

1. To Approve the following requests for the use of Lakehurst District facilities:
  - a. Organization Name: Honors Award Recognition Night  
 Organization Address: 301 Union Avenue, Lakehurst  
 Date(s) Desired: June 16, 2015  
 Time Desired: 6:30 to 8:30 p.m.  
 Proposed Use: Award Presentation  
 Equipment Requested: Gym, Microphone, Podium and Media Center
  - b. Organization Name: Lakehurst Preschool  
 Organization Address: 301 Union Avenue, Lakehurst  
 Date(s) Desired: June 16, 2015 and June 17, 2015  
 Time Desired: 11:08 to 11:53 a.m. and 10:15 to 11:20 a.m.  
 Proposed Use: Graduation practice  
 Equipment Requested: Gym, bleachers
2. To Approve the closing of school offices on Fridays for the period starting June 26, 2015 through August 21, 2015, confirming the summer offices hours Monday through Thursday from 7:30 a.m. to 3:00 p.m.
3. To Approve Lakehurst Board of Education to provide Island Heights Technological Services for the 2015-2016 school year at a cost of \$12,000.
4. To Approve Lakehurst Board of Education to provide Island Heights Child Study Team Services for the 2015-2016 school year according to the attached exhibit at the cost of \$20,000.
5. To Approve Lakehurst Board of Education to provide Island Heights with shared Art Instruction (1 day per week) at the cost of \$ 12,000\_\_.
6. To Authorize and Approve the Business Administrator to pay bills, as necessary, for the period June 10 – June 30, 2015.
7. To Approve the establishment of a Federal Impact Aid Reserve Account and deposit the sum of \$350,000.

A Motion was made by Mr. Oliver and seconded by Mrs. Septor to Confirm, Approve and Authorize Board Business Items 1(a-b) – 7.

**ROLL CALL VOTE:**

Mr. Hetzel	Aye
Mrs. Septor	Aye
Mr. Oliver	Aye
Mr. Burton	Absent
Mr. Malden	Aye

**O. FINANCE**

1. To Confirm and Approve the following transfers within the 2014-2015 school budget.

<u>Account</u>	<u>Description</u>	<u>Amount</u>
11-213-100-101	Res. Rm. Teacher Sal.	-18,000.00
11-999-291-270	Emp. Benefits	-16,200.00
11-130-100-101	6-8 Sal.	-7,000.00
11-999-291-290	Other Emp. Benefits	-5,000.00
11-190-100-610	Reg. Instruct. Supplies	-3,500.00
11-190-100-500	OtherPrchService	-2,850.00
11-999-262621	Natural Gas	-2,000.00
11-999-291-220	Fica Other	-2,000.00
11-212-100-106	MH Other Sals	510.00
11-999-230-100	Gen. Admin. Sal.	1,000.00
11-999-213-100	Health Sal.	2,340.00
11-999-251-100	Central Sal.	3,000.00
11-999-240-103	Prin. Sal.	5,000.00
11-999-261-100	Allow. Maint. Sal.	8,500.00
11-190-100-106	Other Sal. Reg. Instruct.	11,200.00
11-999-219-104	OSS Sal.	25,000.00

2. To Approve Tuition for Out of District Special Education Extended School Year 2015.

<u>Student NJ State ID</u>	<u>School/Location</u>	<u>Tuition Cost</u>
6025037713	Summit Speech School South, Mansfield Elementary School, Columbus, NJ	\$3,600.00

3. To Approve Tuition for Out of District Special Education Extended School Year 2015.

<u>Student NJ State ID</u>	<u>School/Location</u>	<u>Tuition Cost</u>
8470582435	NJ Regional Day, Jackson, NJ	\$4,577.00

4. To Approve Tuition for Out of District Special Education Extended School Year 2015.

<u>Student NJ State ID</u>	<u>School/Location</u>	<u>Tuition Cost</u>
4152676713	Manchester Middle School, Manchester, NJ	\$4,400.00

5. To Approve Tuition for Out of District Special Education Extended School Year 2015.

<u>Student NJ State ID</u>	<u>School/Location</u>	<u>Tuition Cost</u>
4610127697	The Education Academy, Lanoka Harbor, NJ	\$5,910.25

FINANCE (Continued)

6. To Approve 2015-2016 Tuition for Out of District Special Education Student.

<u>Student NJ State ID</u>	<u>School/Location</u>	<u>Tuition Cost</u>
8470582435	NJ Regional Day School, Jackson, NJ	\$57,899.00

7. To Approve 2015-2016 Tuition for Out of District Special Education Student.

<u>Student NJ State ID</u>	<u>School/Location</u>	<u>Tuition Cost</u>
6025037713	Summit Speech School, South, Columbus, NJ	\$44,100.00

8. To Approve 2015-2016 Tuition for Out of District Special Education Student.

<u>Student NJ State ID</u>	<u>School/Location</u>	<u>Tuition Cost</u>
4152676713	Manchester Middle School, Manchester, NJ	\$30,000.00

9. To Approve 2015-2016 Tuition for Out of District Special Education Student.

<u>Student NJ State ID</u>	<u>School/Location</u>	<u>Tuition Cost</u>
8014239076	NJ Regional Day School, Jackson, NJ	\$57,899.00
	Personal Aide	<u>37,000.00</u>
		\$94,899.00

10. To Approve 2015-2016 Tuition for Out of District Special Education Student.

<u>Student NJ State ID</u>	<u>School/Location</u>	<u>Tuition Cost</u>
6512813291	Bancroft School, Haddonfield, NJ	\$52,806.60
	Personal Aide	<u>27,720.00</u>
		\$80,526.60

11. To Approve Health Benefits Waiver payments for the period January 1, 2015 through June 30, 2015.

• R. Barry	\$1,250.00
• S. Cancglin	\$1,250.00
• A. Fullerton	\$1,250.00
• K. Foca	\$1,250.00
• C. Mine	\$1,250.00
• G. Narozniak	\$2,500.00
• C. Quaglia	\$1,000.00
• C. Schmidlin	\$1,500.00
• M. Welch	\$2,000.00

FINANCE (Continued)

12. To Approve Sodexo Management, Inc. to provide the District food service for the 2015-2016 school year as follows:

RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator approve a one-year contractual agreement Addendum beginning July 1, 2015 and ending June 30, 2016 with Sodexo Management, Inc. (FSMC), food management provider for the Lakehurst School District.

FEES

**General Support Services Allowance.** General Support Services Allowance equal to Sixteen Thousand Eight Hundred Eighty Three Dollars (\$16,833.00) for the 2015-2016 contract year, payable in ten equal installments of One Thousand Six Hundred Eighty-Eight Dollars and Thirty Cents (\$1,688.30), September through June, computed at the end of each Accounting Period and prorated for any partial Accounting Period. Partial Accounting Period shall be defined as a period of time less than one (1) month.

**Management Fee.** District shall pay Sodexo a Management Fee in an amount equal to Four Thousand Three Hundred Eighty Six Dollars (\$4,386.00 payable in ten (10) equal installments of Four Hundred Thirty Eight Dollars and Sixty Cents (\$438.60), September through June for the 2015-2016 contract year. The Management Fee shall be calculated at the end of each Accounting Period during the school year and prorated for any partial Accounting Period. Partial Accounting Period shall be defined as a period of time less than one (1) month.

13. To Approve AXA Equitable, Lincoln Investment Planning, MetLife and Waddell & Reed as the District's Tax Shelter Annuity Companies for the 2015-2016 school year.
14. To Approve the use of Uniform Minimum Chart of Accounts for the State of New Jersey Department of Education for the 2015-2016 school year.
15. To Approve the Annual Tax Payment Schedule between the Lakehurst Board of Education and the Borough of Lakehurst for the 2015-2016 school year.
16. To Approve the non-resident annual tuition rate of \$4,000.00 per child for the 2015-2016 school year.
17. To Authorize the School Business Administrator to pay bills between Board of Education Meetings with the bills to be confirmed and approved at the next Regular Board of Education Meeting for the 2015-2016 school year.
18. To Approve the procurement of goods and services on an as-needed basis from state Agencies through State Contracts, and to Approve the quote and bidding thresholds of \$3,150 and \$21,000 respectively for the 2015-2016 school year.
19. To Approve the limits on travel as recommended by the State of New Jersey and located in the Lakehurst Board of Education Policy on Travel for the 2015-2016 school year.
20. To Approve the Business Administrator/Board Secretary, Board President, Board Vice-President and Treasurer of School Monies to sign Warrants for the 2015-2016 school year.
21. To Approve Robert's Rule of Order Parliamentary Procedures for the 2015-2016 school year.
22. To Approve the Business Administrator/Board Secretary as Purchasing Agent for the 2015-2016 school year.

**FINANCE** (Continued)

23. To Approve the following as Official Depositories for the 2015-2016 school year:

NJ ARM	224 Strawbridge Drive Moorestown, NJ
PNC Bank Corp.	2001 Highway 70 Lakehurst, NJ
TD Bank	2570 Route 37 Manchester, NJ

24. To Approve submission of the IDEIA grant application for Fiscal Year 2016 and accept the grant award of these funds upon the subsequent State approval of the FY 2016 IDEIA Application.

Basic:	\$145,705
Preschool:	\$6,229

25. To Approve participation in the Ocean County Consortium for NCLB FY 2016 Title III Program.

A Motion was made by Mrs. Septor and seconded by Mr. Oliver to Confirm and Approve Finance Items 1 – 25.

## ROLL CALL VOTE:

Mr. Hetzel	Aye
Mrs. Septor	Aye
Mr. Oliver	Aye
Mr. Burton	Absent
Mr. Malden	Aye

**P. PERSONNEL**

- To Approve the attendance of school district administrators at trainings/workshops required by the NJDOE during the 2015-2016 school year and the cost of mileage only.
- To Approve the appointment of Stephanie Rucci as Affirmative Action Officer for the 2015-2016 school year, term to begin July 1, 2015 and expire June 30, 2016.
- To Approve the appointment of Loren Fuhring as Title IX Coordinator for the 2015-2016 school year, term to begin July 1, 2015 and expire June 30, 2016.
- To Approve the appointment of Stephanie Rucci as Anti-bullying Coordinator for the 2015-2016 school year, term to begin July 1, 2015 and expire June 30, 2016.
- To Approve the appointment of Dr. Clifford Barneman as Anti-Bullying Specialist for the 2015-2016 school year, term to begin July 1, 2015 and expire June 30, 2016.
- To Approve the appointment of Barry Parlman as Public Agency Compliance Officer for the 2015-2016 school year, term to begin July 1, 2015 and expire June 30, 2016.
- To Approve the appointment of Robert A. Hulsart & Co., 2807 Hurley Pond Road, Wall, NJ 07719, Board Auditor for the 2015-2016 school year, term to begin July 1, 2015 and expire June 30, 2016 per Title 18A:23-8, as per contractual agreement.

PERSONNEL (Continued)

8. To Approve the appointment of Steven Zabarsky of the Firm Citta, Holzapfel & Zabarsky as Board Attorney for the 2015-2016 school year, term to begin July 1, 2015 and expire June 30, 2016 per Title 18A:12-20.
9. To Approve the appointment of Dr. Robert Simon as School Medical Inspector for the 2015-2016 school year, term to begin July 1, 2015 and expire June 30, 2016 per Title 18A:40-1, as per contractual agreement.
10. To Approve the School Medical Inspector's Standing Orders for the 2015-2016 school year.
11. To Approve the appointment of Elizabeth Sarantinoudis as Treasurer of School Monies and Investment Officer for the 2015-2016 school year, per Title 18A:8-3, term to begin July 1, 2015 and expire June 30, 2016 as per contractual agreement.
12. To Approve the appointment of the following as the Official Newspapers for the 2015-2016 school year per NJSA 10:4-8D: Asbury Park Press, Manchester Times and Newark Star Ledger.
13. To Approve the appointment of Dr. Clifford Barneman as Section 504 Coordinator for the 2015-2016 school year, term to begin July 1, 2015 and expire June 30, 2016.
14. To Approve the appointment of Robert McCarthy as Asbestos Management Officer for the 2015-2016 school year.
15. To Approve Robert McCarthy as Safety & Health Designee for the 2015-2016 school year.
16. To Approve Robert McCarthy as Indoor Air Quality Designee for the 2015-2016 school year.
17. To Approve Conner Strong and Centric Insurance as the Lakehurst Board of Education Insurance Brokers of Record for the 2015-2016 school year.
18. To Approve Robert McCarthy as Integrated Pest Management Coordinator for the 2015-2016 school year.
19. To Approve Robert McCarthy as the Right to Know Officer for the 2015-2016 school year.
20. To Approve Robert McCarthy as the Chemical Hygiene Officer for the 2015-2016 school year.
21. To Approve Barry J. Parlman as Custodian of Records for the 2015-2016 school year.
22. To Approve Robert McCarthy as the AHERA Coordinator for the 2015-2016 school year.
23. To Approve the School Health Nursing Service Plan for the 2015-2016 school year.
24. To Approve the Personnel Exhibit. **Exhibit: 14-24**



**PERSONNEL** (Continued)

A Motion was made by Mr. Oliver and seconded by Mr. Hetzel to Approve Personnel Items 1 – 24.

## ROLL CALL VOTE:

Mr. Hetzel	Aye
Mrs. Septor	Aye
Mr. Oliver	Aye
Mr. Burton	Absent
Mr. Malden	Aye

**Q. PROGRAM**

1. To Approve and Confirm the following field trip requests:

- |                 |   |
|-----------------|---|
| a. Grade:       | 8   |
| Destination:    | Jenkinson's, Pt. Pleasant, NJ                           |
| Program:        | 4 <sup>th</sup> MP Incentive                            |
| Date:           | 06/17/15  |
| Time:           | 8:10 a.m. to 12:30 p.m.                                 |
| Transportation: | Bus   |
| Cost:           | (Student Activities Sponsored)                          |
| b. Grade:       | 6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> |
| Destination:    | Veteran's Park, Bayville, NJ                            |
| Program:        | Field Day   |
| Date:           | 06/16/15  |
| Time:           | 8:45 a.m. to 1:45 p.m.                                  |
| Transportation: | Bus   |
| Cost:           | \$50.00   |

2. To Approve the following dates and hours of operation for the Extended School Year.

July 2015:	1, 2, 6, 7, 8, 9, 13, 14, 15, 16, 20, 21, 22, 23, 27, 28, 29, and 30
Preschool Disabled:	8:00 a.m. to 10:00 a.m.
BSI/Title I and Multiple Disabilities:	8:00 a.m. to 12:00 p.m.

A Motion was made by Mrs. Septor and seconded by Mr. Oliver to Approve Program Items 1 (a –b) and 2.

## ROLL CALL VOTE:

Mr. Hetzel	Aye
Mrs. Septor	Aye
Mr. Oliver	Aye
Mr. Burton	Absent
Mr. Malden	Aye

**R. POLICY**

- To Approve the second reading of the following bylaws, policies and regulations:

Bylaw 0134	Board Self-Evaluation
Bylaw 0152	Board Officers
Policy 3212	Attendance
Policy 4212	Attendance
Policy 3218	Substance Abuse
Policy 4218	Substance Abuse
Policy 5200	Attendance
Policy 8630	Bus Driver/Bus Driver Responsibility
Policy 8441	Care of Injured and Ill Persons
Regulation 3218	Substance Abuse
Regulation 4218	Substance Abuse
Regulation 5200	Attendance
Regulation 8630	Bus Driver/Bus Driver Responsibility

A Motion was made by Mrs. Septor and seconded by Mr. Hetzel to Approve Policy Item 1.

**ROLL CALL VOTE:**

Mr. Hetzel	Aye
Mrs. Septor	Aye
Mr. Oliver	Abstain
Mr. Burton	Absent
Mr. Malden	Aye

**ANNOUNCEMENTS**

- Last day for Students and Staff/Abbreviated Day June 22, 2015
- Board of Education Meeting July 21, 2015

**COMMUNICATION FROM THE PUBLIC****ADJOURNMENT**

A Motion was made by Mrs. Septor seconded by Mr. Hetzel to adjourn the Regular Meeting of the Board of Education at 8:08 p.m.

**ROLL CALL VOTE:**

Mr. Hetzel	Aye
Mrs. Septor	Aye
Mr. Oliver	Aye
Mr. Burton	Absent
Mr. Malden	Aye

RESPECTFULLY SUBMITTED