

**MINUTES OF THE  
REGULAR MEETING  
LAKEHURST BOARD OF EDUCATION  
TUESDAY, SEPTEMBER 29, 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 September 10, 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	Present
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.

At this time, the Lakehurst Board of Education entered into a Closed Session.

**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 Mrs. Septor and seconded by Mr. Burton to move on the above Resolution.

**ROLL CALL VOTE:**

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

Time In: 7:05 p.m.

Time at Conclusion Of Closed Session: 7:28 p.m.

**D. APPROVAL OF MINUTES**

A Motion was made by Mr. Burton and seconded by Mr. Oliver to dispense with the reading and Approve the:

- Minutes of Regular Meeting and Work Session August 11, 2015

**ROLL CALL VOTE:**

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

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

- PTA working on Fall Festival with town;
- The Board is close to an agreement with town over vacant lots.

**F. SUPERINTENDENT'S REPORT**

1. Enrollment Report:	<u>June 22, 2015</u>	<u>September 8, 2015</u>
Total Students	367	367

**Exhibit: 15-07**

**G. ASSISTANT SUPERINTENDENT'S REPORT****H. VICE PRINCIPAL'S REPORT**

- School Self-Assessment for Determining Grades Under Anti-Bullying Bill of Rights Act (ABR).

**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 Confirm and Approve the following requests for the use of Lakehurst District facilities:

- a. Organization Name: LES PTA  
Organization Address: 301 Union Avenue, Lakehurst, NJ  
Date(s) Desired: 09/17/15  
Time Desired: 6:30 to 9:00 p.m.  
Proposed Use: Back to School Night  
Equipment Requested: Hall, Table, 4 Chairs
- b. Organization Name: LES PTA  
Organization Address: 301 Union Avenue, Lakehurst, NJ  
Date(s) Desired: 09/22, 10/13, 01/12, 02/09, 04/12, 05/10, & 06/07  
Time Desired: 6:00 to 9:00 p.m.  
Proposed Use: PTA Meeting  
Equipment Requested: Media Center
- c. Organization Name: LES PTA  
Organization Address: 301 Union Avenue, Lakehurst, NJ  
Date(s) Desired: 09/25/15  
Time Desired: 7:45 a.m. to 2:30 p.m.  
Proposed Use: School Pictures  
Equipment Requested: Gym, Table & Chairs
- d. Organization Name: Girl Scouts of the Jersey Shore  
Organization Address: 1405 Old Freehold Road, Toms River, NJ  
Date(s) Desired: 09/22, 10/19, 11/16, 12/21, 1/11, 2/22, 3/21/ 4/18 & 5/16  
Time Desired: 7:00 to 9:00 p.m.  
Proposed Use: Leader Meeting  
Equipment Requested: Cafeteria
- e. Organization Name: LES PTA  
Organization Address: 301 Union Avenue, Lakehurst, NJ  
Date(s) Desired: 11/13/15  
Time Desired: 7:45 to 10:30 a.m.  
Proposed Use: Makeup Pictures  
Equipment Requested: Hall by Nurse
- f. Organization Name: LES PTA  
Organization Address: 301 Union Avenue, Lakehurst, NJ  
Date(s) Desired: 12/04, 12/07 - 12/11 & 12/09  
Time Desired: 1:45 to 3:00 p.m., 8:00 a.m. to 3:00 p.m. & 6:00 to 9:00 p.m. (Respectively)  
Proposed Use: Holiday Workshop  
Equipment Requested: Media Center
- g. Organization Name: LES PTA  
Organization Address: 301 Union Avenue, Lakehurst, NJ  
Date(s) Desired: 03/04, 03/07 - 03/10 & 03/08  
Time Desired: 1:45 to 3:00 p.m., 8:00 a.m. to 3:00 p.m. & 6:00 to 8:00 p.m. (Respectively)  
Proposed Use: Book Fair  
Equipment Requested: Media Center
- h. Organization Name: Student Activities  
Organization Address: 301 Union Avenue, Lakehurst, NJ  
Date(s) Desired: 12/05/15 or 12/12/15  
Time Desired: 7:00 a.m. to 1:00 p.m.  
Proposed Use: Ugly Sweater Holiday 5K Run  
Equipment Requested: Staff Lot, Gym, Hallway

**BOARD BUSINESS** (Continued)

2. To Approve the Uniform State Memorandum of Agreement between Lakehurst School District and the Lakehurst Police Department for the 2015-2016 school year as per exhibit. **Exhibit: 15-08**

3. To Approve the submission of the annual QSAC Statement of Assurance.
4. To approve the 2015-2016 Travel and Related Expense Reimbursement Resolution as follows:

**WHEREAS**, the Lakehurst Board of Education recognizes school staff and Board Members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board Members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of the expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Form; now

**THEREFORE, BE IT RESOLVED**, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Form; and

**BE IT FURTHER RESOLVED**, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.1(b), to a maximum expenditure of \$12,000 for all staff and Board Members.

5. To Approve the Statement of Assurance for the reporting of Paraprofessional Staff.
6. To Approve the 2015-2016 District Goals as follows:
  - Goal 1: Enhance the curriculum with a greater focus on STEAM.
  - Goal 2: Develop on-going lines of communication with the community and town council
  - Goal 3: Enhance the use of technology and technology resources throughout all grade levels.
7. To Approve 2015-2016 Board Goals as follows:
  - Goal 1: Increase attendance at monthly Ocean County School Boards Association meetings.
  - Goal 2: Work towards all members being fully certified through New Jersey School Boards Association.
  - Goal 3: Assist the CSA in developing positive stakeholder relationships within the community.

**BOARD BUSINESS** (Continued)

8. To Approve the Board Attorney to draft an agreement with Mazza and Gingerelli Bros. to resolve the bathroom tile work.
  
9. To Approve a Memorandum of Agreement between Lakehurst Board of Education and Lakehurst Education Association to Approve a one-year contract for the period 09/01/14 through 06/30/15.
  
10. To Approve a Memorandum of Agreement between Lakehurst Board of Education and Lakehurst Education Association to Approve a two-year contract for the period 09/01/15 through 06/30/15.
  
11. To Approve the Amendment of the contract with Source4Teachers to change sub pay to \$80.00 per day.

A Motion was made by Mr. Oliver and seconded by Mr. Burton to Confirm, Approve and/or Accept Board Business Items 1 (a - h) and 2 - 11.

ROLL CALL VOTE:

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

**O. FINANCE**

1. To Confirm and Approve for Payment of Bills listed on the Bill Resolution dated September 15, 2015, totaling \$3,252,269.06.
  
2. To Confirm and Approve for Payment of Bills listed on the Bill Resolution dated September 29, 2015 totaling \$371,839.55.
  
3. To Accept the Secretary's Report A-148 for July 31, 2015, with a Cash Balance of \$2,025,824.52 and August 31, 2015, with a Cash Balance of \$1,763,258.10.
  
4. To Accept the Treasurer's Report A-149 for July 31, 2015, with a Cash Balance of \$2,025,824.52 and August 31, 2015 with a Cash Balance of \$1,763,258.10.
  
5. To Accept the Certification of No Over-expenditures:  
Pursuant to N.J.A.C. 6A:22-2.11(c)3, I, Barry Parlman, Board Secretary, certify that as of July 31, 2015 and August 31, 2015, 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:22-8 and 18A:22-8.1, that the District financial accounts have been reconciled and are in balance.

\_\_\_\_\_

Board Secretary

\_\_\_\_\_

Date

6. To Accept Financial Reporting:  
Through the adoption of this resolution, we, the Lakehurst Board of Education, pursuant to N.J.A.C. 6A22-2.11(c)4 certify that as of July 31, 2015 and August 31, 2015, after review of the Secretary's monthly financial report (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:22-2.11(c)4 I-VI and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**FINANCE** (Continued)

7. To Confirm the following transfers within the 2014-2015 school budget.

<u>Account</u>	<u>Description</u>	<u>Amount</u>
11-999-291-270	EmpBen	-11,850.00
50-910-xxx-xxx	Enterprise Food	11,850.00

8. To Approve Tuition for Out-of-District Special Education School Year 2015-16.

<u>Student NJ State ID</u>	<u>School/Location</u>	<u>Tuition Cost</u>
4679712967	The Education Academy, Lanoka Harbor, NJ	\$49,646.10

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>
2955857283	Manchester Middle School, Manchester, NJ	\$30,000.00

10. To Approve the 2015-2016 Parental Contract for Student Transportation for Student ZR6025037713 at a cost of \$18,800.

A Motion was made by Mrs. Septor and seconded by Mr. Hetzel to Confirm, Approve and/or Accept Finance Items 1 – 10.

## ROLL CALL VOTE:

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

**P. PERSONNEL**

1. To. Approve the following Professional Development activities:

- a. Name: Clifford Barneman  
Date: 10/06/15  
Topic: HIB Prevention Training  
Place: Toms River Office  
Cost: \$125.00/Mileage
- b. Name: Michael Roscigno  
Date: 10/06/15  
Topic: Paraprofessional's Role Facilitating Student Independence  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- c. Name: Jessica LaMonica  
Date: 10/12/15  
Topic: Ocean Ed Tech Expo 2015  
Place: H & M Potter School, Bayville, NJ  
Cost: \$50.00, Mileage

PERSONNEL (Continued)

- d. Name: Susan Fehskens  
Date: 10/12/15  
Topic: Ocean Ed Tech Expo 2015  
Place: H & M Potter School, Bayville, NJ  
Cost: \$50.00, Mileage
- e. Name: Dawn Jauch  
Date: 10/15/15  
Topic: Inattention, Hyperactivity & Impulsivity  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- f. Name: Cherie Menchini  
Date: 10/20/15  
Topic: Dyslexia 101  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- g. Name: Lisa Chapman  
Date: 10/20/15  
Topic: Dyslexia 101  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- h. Name: Andrew Fullerton  
Date: 10/21/15  
Topic: Differentiating Instruction with Problem Based Learning  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- i. Name: Maureen DeSanto  
Date: 10/21/15  
Topic: Differentiating Instruction with Problem Based Learning  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- j. Name: Susan Kotch  
Date: 10/22/15  
Topic: Four Essential Writing Assignments  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- k. Name: Melissa Dolan  
Date: 10/22/15  
Topic: Four Essential Writing Assignments  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- l. Name: Kim Lambusta  
Date: 11/05/15  
Topic: Retention and Study Skills  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage

PERSONNEL (Continued)

- m. Name: Stephanie Rucci  
Date: 11/05/15  
Topic: Affirmative Action Officer  
Place: Black Horse Pike Reg. Highland H.S., Blackwood, NJ  
Cost: \$20.00/Mileage
- n. Name: Elizabeth Allen  
Date: 11/18/15  
Topic: Steam: Integrating Creativity and Innovation  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- o. Name: Susan Fehskens  
Date: 11/18/15  
Topic: Steam: Integrating Creativity and Innovation  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- p. Name: Caryanne Mine  
Date: 11/19/15  
Topic: Best Practices for Completing Functional Behavior  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- q. Name: Stephanie Rucci  
Date: 11/20/15  
Topic: Affirmative Action Officer  
Place: Black Horse Pike Reg. Highland High School  
Cost: \$20.00/Mileage
- r. Name: Michael Kelley  
Date: 11/23/15  
Topic: Implementing a Balanced Literacy Approach  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- s. Name: Karla O'Malley  
Date: 11/24/15  
Topic: Classroom Behavior Management  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- t. Name: Melissa Dolan  
Date: 12/01/15  
Topic: Motivating Disaffected, Disinterest & Depressed  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- u. Name: Maria Brucato-Wilson  
Date: 12/03/15  
Topic: Social Skills Curriculum  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage



PERSONNEL (Continued)

- v. Name: Carrie Bille-Fracasso  
Date: 12/03/15  
Topic: Social Skills Curriculum  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- w. Name: Maureen DeSanto  
Date: 12/09/15  
Topic: Digital Storytelling & Movie Making w/iPads  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- x. Name: Michele Welch  
Date: 12/10/15  
Topic: American Sign Language  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- y. Name: Lisa Chapman  
Date: 12/10/15  
Topic: American Sign Language  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- z. Name: Kathryn Crawley  
Date: 12/16/15  
Topic: Best Practices for Students with ADHD  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- aa. Name: Cherie Menchini  
Date: 12/16/15  
Topic: Best Practices for Students with ADHD  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- bb. Name:Carolynn Surgent  
Date: 04/13/16  
Topic: Para Academic Support  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- cc. Name: Shirley Seaman  
Date: 04/13/16  
Topic: Best Practices for Students with ADHD  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- dd. Name: Dawn Jauch  
Date: 04/20/16  
Topic: Differentiating Instruction with Technology  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage

PERSONNEL (Continued)

- ee. Name: Kim Lambusta  
Date: 05/24/16  
Topic: Dyslexia and UDL  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- ff. Name: Michele Welch  
Date: 05/24/16  
Topic: Dyslexia and UDL  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- gg. Name: Maria Brucato-Wilson  
Date: 05/31/16  
Topic: High Functioning Autism & Anxiety  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- hh. Name: Michael Kelley  
Date: 06/01/16  
Topic: iPads to Support Math Learning  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- ii. Name: Karla O'Malley  
Date: 06/02/16  
Topic: Behavior Management for the Para  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- jj. Name: Karen Robinson  
Date: 06/02/16  
Topic: Behavior Management for the Para  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- kk. Name: Michael Roscigno  
Date: 06/02/16  
Topic: Behavior Management for Paraprofessionals  
Place: R.P.D.A. Monmouth Mall  
Cost: Mileage
- ll. Name: Loren Fuhring  
Date: 10/07/15, 11/18/15, 02/17/16 & 04/13/16  
Topic: Superintendents' Academy  
Place: Monmouth University  
Cost: \$350.00/Mileage

2. To Approve Personnel items as per Exhibit.

**Exhibit: 15-09**

**PERSONNEL** (Continued)

3. To Approve the following staff at the negotiated rate for the completion of this summer's participation in Ocean County Curriculum Consortium.
  - Kimberly Lambusta, Lisa Chapman, Gina Narozniak,  
Abigaile Moyse and Carmen Quaglia
4. To Accept the resignation of Amanda Owens effective September 1, 2015.
5. To Approve Marlaina Kedersha to observe Paula Connolly-Close, Occupational Therapist (OT), for no more than 15 hours as part of her application to the Stockton University OT Graduate Program.
6. To Approve the following 2015-2016 Extended Day Title I Instructors:
  - Kim Foca, Rebecca Schroeder, Michael Kelley, Kim Lambusta,  
Kathleen Hoerster, Melissa Dolan, & Abigaile Moyse
7. To Approve Shannon Scott as a 2015-2016 Extended Day Title I Substitute.
8. To Approve the following 2015-2016 Extended Day Title I Paraprofessionals:
  - Karla O'Mally, Carolyn Potkay, & Karen Robinson
9. To Approve Dr. Clifford Barneman as a volunteer soccer coach for the 2015-2016 school year.
10. To Approve Matthew Fullerton as a volunteer soccer coach for the 2015-2016 school year.
11. To Approve a Leave of Absence for Joyce Ball effective October 19, 2015 through November 20, 2015.

A Motion was made by Mr. Oliver and seconded by Mr. Burton to Approve and/or Accept Personnel Items 1 (a - ll) and 2 – 11.

## ROLL CALL VOTE:

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

**Q. PROGRAM**

1. To Approve the following field trip requests:
  - a. Grade:                   Preschool
  - Destination:           De Wolf Farm, New Egypt, NJ
  - Program:                 Fall Unit (Pumpkins)
  - Date:                     10/07/15
  - Time:                     9:15 a.m. to 11:15 a.m.
  - Transportation:       Bus
  - Cost:                     \$2.50/Student

**PROGRAM** (Continued)

- b. Grade:                   Preschool – Mrs. Foca  
 Destination:               Lake Horicon  
 Program:                   Fall Unit (Changing Seasons)  
 Date:                       10/17/15 (Rain Date 10/22/15)  
 Time:                       9:30 a.m. to 10:30 a.m.  
 Transportation:           Walking  
 Cost:                        N/A
- c. Grade:                   Preschool – Mrs. Wilson, Mrs. Fracasso  
 Destination:               Lake Horicon  
 Program:                   Fall Curriculum  
 Date:                       10/21/15 (Rain Date 10/23/15)  
 Time:                       9:30 to 10:50 a.m.  
 Transportation:           Walking  
 Cost:                        N/A

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

## ROLL CALL VOTE:

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

**R. POLICY**

- To Approve the first reading of the following policies:

Policy 3322	Teaching Staff Member's Use of Personal Cellular Telephones/Other communication Devices
Policy 4322	Support Staff Member's Use of Personal Cellular Telephones/Other communication Devices
Policy 5330	Administration of Medication
Policy 5339	Screening of Dyslexia
Policy 5615	Suspected Gang Activity
Policy 5756	Transgender Students
Policy 8540	School Nutrition Program
Policy 8550	Outstanding Food Service Charges
Policy 8820	Opening Exercises/Ceremonies

Regulation 5330	Administration of Medication
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- To Approve abolishing the following Regulation:

Regulation 8540	Free and Reduced Rate Meals
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