

**MINUTES OF THE  
REGULAR MEETING  
LAKEHURST BOARD OF EDUCATION  
TUESDAY, JUNE 14, 2016**

(HELD IN THE MEDIA CENTER OF THE LAKEHURST ELEMENTARY SCHOOL)

**A. CALL TO ORDER – 7:01 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 June 10, 2016, 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
Mrs. Septor	Member	Present
Mr. Hetzel	Member	Absent
Mrs. Pease	Member	Present

ALSO PRESENT

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

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

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

**D. APPROVAL OF MINUTES**

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

- Minutes of Work Session and Regular Meetings – May 17, 2016

ROLL CALL VOTE:

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

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

**F. SUPERINTENDENT'S REPORT**

- School Events

**G. ASSISTANT SUPERINTENDENT'S REPORT**

1. HIB Report – May:           3 - Investigations  
  1 - Confirmed

**H. VICE PRINCIPAL'S REPORT**

1. Teacher of the Year 2016-2017: Mrs. Susan Fehskens

2. Fire Drill Report:

	<u>Date</u>	<u>Time</u>	<u>Duration</u>
a.	05/16/16	8:40 a.m.	54 seconds

3. Security Drill: Non-Fire Building Evacuation

	<u>Date</u>	<u>Time</u>	<u>Duration</u>
a.	05/31/16	1:10 p.m.	14 minutes

**Exhibit: 15-29**

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

- L. OLD BUSINESS** – Mr. Malden stated that we are continuing with the transfer of some of the property to the Borough of Lakehurst.

**M. NEW BUSINESS**

Announcement: Pursuant to PL 2015, Chapter 47 the Lakehurst Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. Et. Seq. NJAC Chapter 23, and Federal Uniform Administrative Requirements 2 CFR, in particular, New Jersey Title 18A:18. Et.seq. NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200.

- Attorney - Steven Zabarsky (Citta, Holzapfel & Zabarsky)
- Auditor - Robert A. Hulsart & Co.
- Cafeteria Management - Sodexo
- Transportation Services - Manchester Board of Education
- E-rate Consulting – E-rate Partners, LLC
- Flexible Spending – Aflac
- Physical Therapy Services – Atlantic Physical Therapy
- Child Study Evaluations – Center for Neurodevelopmental Health
- School Physician – Dr. Robert Simon
- Tuition – Regular and Special Education - Manchester Board of Education
- Tuition – Special Education – Bancroft, Hawkswood School, Regional Day School, The Education Academy, and JFK Johnson Rehabilitation Institute
- Insurance Agent – Centric Insurance Agency
- Lawn and Grounds Maintenance – John's Landscaping
- Fire Sprinkler & Alarm Service – Allied Fire & Safety Equipment
- Alarm Monitoring – Systems Sales, Intruder Alert
- Financial Software – SigmaBit, Inc.
- HVAC Service – Tozour Trane
- Imaging – Atlantic Tomorrow
- Postage – Pitney Bowes
- Cooperative Purchasing – MOESC
- Cooperative Bidding Services – Educational Data Services, Inc.

**N. BOARD BUSINESS**

1. To Approve Lakehurst Board of Education to provide Island Heights Technological Services for the 2016-2017 school year at a cost of \$14,000.00.
2. To Approve Lakehurst Board of Education to provide Island Heights Child Study Team Services for the 2016-2017 school year according to the attached exhibit at the cost of \$20,000.
3. To Approve Lakehurst Board of Education to provide Island Heights with shared Art Instruction for the 2016-2017 school year (1 day per week) at the cost of \$14,000.
4. To Approve the closing of school offices on Fridays for the period starting June 26, 2016 through August 26, 2016, confirming summer office hours Monday through Thursday from 7:30 to 3:00 p.m.
5. To Approve submission of the Three-Year District Technology Plan.
6. To Approve the School Health Nursing Service Plan for the 2016-2017 school year.
7. To Approve the following request for the use of Lakehurst District facilities:
  - a. Organization Name: Lakehurst Car Show  
Organization Address: Lakehurst, NJ  
Date(s) Desired: 07/04/16  
Time Desired: 8:00 a.m. to 3:30 p.m.  
Proposed Use: Annual Car Show  
Equipment Requested: Tables, School Grounds, Restrooms,  
Teacher's Room, Gym, School Bus Parking  
Lot, Board Office Parking Lot
8. To Approve the disposal of obsolete computer related equipment as per exhibit.

**Exhibit: 15-30**

A Motion was made by Mrs. Pease and seconded by Mr. Burton to Approve Board Business Items 1 – 6 and 8.

**ROLL CALL VOTE:**

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

**O. FINANCE**

1. To Confirm and Approve for Payment of Bills listed on the Bill Resolution dated June 14, 2016, totaling \$772,234.14.
2. To Accept the Secretary's Report A-148 for May 31, 2016, with a Cash Balance of \$1,601,877.56.
3. To Accept the Treasurer's Report A-149 for May 31, 2016, with a Cash Balance of \$1,601,877.56.

**FINANCE** (Continued)

4. 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 May 31, 2016, 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.

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 Board Secretary

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 Date

5. 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 May 31, 2016, 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.

6. To Approve Tuition for Out-of-District Special Education Extended School Year 2016 and 2016-2017 school year as follows:

<u>Student NJ State ID</u>	<u>School/Location</u>	<u>Tuition Cost</u>
8014239076	Regional Day School, Manchester, NJ	
	Extended Year 2016	\$ 5,500.00
	Personal Aide	\$ 3,000.00
	2016-2017 School Year	\$66,500.00
	Personal Aide	\$38,000.00
4679712967	The Education Academy, Lanoka Harbor, NJ	
	Extended Year 2016	\$ 7,145.75
	2016-2017 School Year	\$52,878.55
4610127697	The Education Academy, Lanoka Harbor, NJ	
	Extended Year 2016	\$ 7,145.75
	2016-2017 School Year	\$52,878.55
6512813291	Bancroft, Camden, NJ	
	Extended Year 2016	\$10,189.12
	Personal Aide	\$ 4,928.00
	2016-2017 School Year	\$57,313.80
	Personal Aide	\$27,720.00

FINANCE (Continued)

<u>Student NJ State ID</u>	<u>School/Location</u>	<u>Tuition Cost</u>
3518032677	Colliers Mills High School, Wickatunk, NJ	
	Extended Year 2016	\$ 9,106.00
	2016-2017 School Year	\$56,520.00

7. To Confirm the following transfers within the 2015-2016 school budget.

<u>Account</u>	<u>Description</u>	<u>Amount</u>
11-190-100-640	Regular Instr. Textbooks	-1,700.00
11-999-270-515	Trans Contr Servs JT SpEd	1,700.00
11-999-100-562	Tuition Within State SpEd	-20,000.00
50-910-xxx-xxx	Enterprise-Food Service	20,000.00

**Exhibit: 15-31**

8. To Approve Policy Alert and Support System Services from Strauss Esmay Associates, LLP for the period July 1, 2016 to June 30, 2017.
9. To Approve the following Health Benefits Waiver payments for the period January 1, 2016 through June 30, 2016 as follows:

• E. Alexander (4 months)	\$ 833.32
• E. Allen	\$1,250.00
• K. Cook (4 months)	\$ 833.32
• P. Dozois	\$1,250.00
• T. Dworkin	\$1,250.00
• T. Firetto	\$1,250.00
• K. Foca	\$1,250.00
• S. Holowiak (2 months)	\$ 416.62
• C. Mine	\$1,250.00
• A. Moyse (4 months)	\$1,667.00
• G. Narozniak	\$2,500.00
• C. Quaglia	\$1,000.00
• C. Schmidlin	\$2,500.00
• M. Welch	\$2,000.00

10. To Approve the non-resident annual tuition rate of \$4,000.00 per child for the 2016-2017 school year.
11. To Approve AXA Equitable, Lincoln Investment Planning, MetLife and Waddell & Reed as the District's Tax Shelter Annuity Companies for the 2016-2017 school year.
12. To Approve the use of Uniform Minimum Chart of Accounts for the State of New Jersey Department of Education for the 2016-2017 school year.
13. To Approve the Annual Tax Payment Schedule between the Lakehurst Board of Education and the Borough of Lakehurst for the 2016-2017 school year.
14. 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 2016-2017 school year.

**FINANCE** (Continued)

15. 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 2016-2017 school year.
16. 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 2016-2017 school year.
17. To Approve the Business Administrator/Board Secretary, Board President, Board Vice-President and Treasurer of School Monies to sign Warrants for the 2016-2017 school year.
18. To Approve Robert's Rule of Order Parliamentary Procedures for the 2016-2017 school year.
19. To Approve the Business Administrator/Board Secretary as Purchasing Agent for the 2016-2017 school year.
20. To Approve the following as Official Depositories for the 2016-2017 school year:
 

NJ ARM	224 Strawbridge Drive Moorestown, NJ
PNC Bank Corp.	2001 Highway 70 Lakehurst, NJ
TD Bank	2570 Route 37 Manchester, NJ
21. To Approve participation in the Ocean County Consortium for NCLB FY 2017 Title III Program.
22. To Approve the contract with Source4Teachers to provide substitute staff coverage for the 2016-2017 school year.

A Motion was made by Mrs. Septor and seconded by Mrs. Pease to Confirm, Accept and Approve Finance Items 1 – 22.

## ROLL CALL VOTE:

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

**P. PERSONNEL**

1. To Approve the attendance of school district administrators at trainings/workshops required by the NJDOE during the 2016-2017 school year and the cost of mileage only.
2. To Approve the appointment of Stephanie Rucci as Affirmative Action Officer for the 2016-2017 school year, term to begin July 1, 2016 and expire June 30, 2017.
3. To Approve the appointment of Loren Fuhring as Title IX Coordinator for the 2016-2017 school year, term to begin July 1, 2016 and expire June 30, 2017.

**PERSONNEL** (Continued)

4. To Approve the appointment of Stephanie Rucci as Anti-Bullying Coordinator for the 2016-2017 school year, term to begin July 1, 2016 and expire June 30, 2017.
5. To Approve the appointment of Dr. Cliff Barneman as Anti-Bullying Specialist for the 2016-2017 school year, term to begin July 1, 2016 and expire June 30, 2017.
6. To Approve the appointment of Barry Parlman as Public Agency Compliance Officer for the 2016-2017 school year, term to begin July 1, 2016 and expire June 30, 2017.
7. To Approve the appointment of Robert A. Hulsart & Co., 2807 Hurley Pond Road, Wall, NJ 07719, as Board Auditor for the 2016-2017 school year, term to begin July 1, 2016 and expire June 30, 2017 per Title 18A:23-8, as per contractual agreement.
8. To Approve the appointment of Steven Zabarsky of the Firm Citta, Holzapfel & Zabarsky as Board Attorney for the 2016-2017 school year, term to begin July 1, 2016 and expire June 30, 2017 per Title 18A:12-20.
9. To Approve the appointment of Dr. Robert Simon as School Medical Inspector for the 2016-2017 school year, term to begin July 1, 2016 and expire June 30, 2017 per Title 18A:40-1, as per contractual agreement.
10. To Approve the School Medical Inspector's Standing Orders for the 2016-2017 school year.
11. To Approve the appointment of Elizabeth Sarantinoudis as Treasurer of School Monies and Investment Officer for the 2016-2017 school year, per Title 18A:8-3, term to begin July 1, 2016 and expire June 30, 2017 as per contractual agreement.
12. To Approve the appointment of the following as the Official Newspapers for the 2016-2017 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 2016-2017 school year, term to begin July 1, 2016 and expire June 30, 2017.
14. To Approve the appointment of Robert McCarthy as Asbestos Management Officer for the 2016-2017 school year.
15. To Approve Robert McCarthy as Safety & Health Designee for the 2016-2017 school year.
16. To Approve Robert McCarthy as Indoor Air Quality Designee for the 2016-2017 school year.
17. To Approve Conner Strong and Centric Insurance as the Lakehurst Board of Education Insurance Brokers of Record for the 2016-2017 school year.
18. To Approve Robert McCarthy as Integrated Pest Management Coordinator for the 2016-2017 school year.
19. To Approve Robert McCarthy as the Right to Know Officer for the 2016-2017 school year.
20. To Approve Robert McCarthy as the Chemical Hygiene Officer for the 2016-2017 school year.

**PERSONNEL** (Continued)

21. To Approve Barry J. Parlman as Custodian of Records for the 2016-2017 school year.
22. To Approve Robert McCarthy as the AHERA Coordinator for the 2016-2017
23. To Approve David LaVeglio for summer custodial work at the rate of \$13.00 per hour.
24. To Approve David Loder for summer custodial work at the rate of \$13.00 per hour.
25. To Approve Joyce VanPelt for summer clerical work at the negotiated rate.
26. To Approve Personnel items for the 2016-2017 school year as per exhibit.  
**Exhibit: 15-32**
27. To Approve Michael Roscigno as a full-time paraprofessional for the 2016-2017 school year pending formal approval of tuition contract with Manchester Township School District.

A Motion was made by Mrs. Pease and seconded by Mrs. Septor to Approve Personnel Items 1 – 27.

## ROLL CALL VOTE:

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

**Q. PROGRAM**

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

- a. Grade: 3<sup>rd</sup> – 5<sup>th</sup>  
Destination: Veteran's Park  
Program: Field Day  
Date: 06/01/16/Rain Date 06/08/16  
(Rescheduled from 05/24/16)  
Time: 8:30 a.m. to 1:45 p.m.  
Transportation: Bus  
Cost: N/A
- b. Grade: 6<sup>th</sup>  
Destination: Forest Resource Education Center, Jackson, NJ  
Program: Science  
Date: 06/13/16  
Time: 9:30 a.m. to 1:30 p.m.  
Transportation: Bus  
Cost: N/A
- c. Grade: 4<sup>th</sup>  
Destination: Lake Horicon  
Program: Good Behavior Reward  
Date: 06/16/16  
Time: 11:00 a.m. to 12:30 p.m.  
Transportation: Walking  
Cost: N/A



**PROGRAM** (Continued)

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

July 2016:	5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> , 13 <sup>th</sup> , 14 <sup>th</sup> , 18 <sup>th</sup> , 19 <sup>th</sup> , 20 <sup>th</sup> , 21 <sup>st</sup> , 25 <sup>th</sup> , 26 <sup>th</sup> , 27 <sup>th</sup> & 28 <sup>th</sup>
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. Burton to Approve Program Items 1 (a-c) and 2.

## ROLL CALL VOTE:

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

**ANNOUNCEMENTS**

- Abbreviated Days June 15, 16, & 17, 2016
- Last day for Students and Staff/Abbreviated Day June 20, 2016
- 8<sup>th</sup> Grade Graduation June 20, 2016
- Board of Education Meeting July 19, 2016

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

A Motion was made by Mrs. Pease and seconded by Mrs. Septor to adjourn the Regular Meeting of the Board of Education at 7:22 p.m.

## ROLL CALL VOTE:

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