

**MINUTES OF THE
REGULAR MEETING
LAKEHURST BOARD OF EDUCATION
TUESDAY, NOVEMBER 22, 2016
(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 November 8, 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 | Present |
| Mrs. Pease | 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.

D. APPROVAL OF MINUTES

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

- Minutes of Work Session and Regular Meetings – October 18, 2016

ROLL CALL VOTE:

| | |
|-------------|-----|
| Mrs. Pease | Aye |
| Mr. Hetzel | Aye |
| Mrs. Septor | Aye |
| Mr. Burton | Aye |
| Mr. Malden | Aye |

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

F. SUPERINTENDENT'S REPORT

- QSAC
- Veterans Day

G. ASSISTANT SUPERINTENDENT'S REPORT

1. HIB Report – October 2016: (0) Investigations
(0) Confirmed
2. NCLB to ESSA: PARCC Scores and Beyond
3. School-Wide Title I Program Update
4. Ugly Holiday Sweater, Kiddie Dash and 5K – December 3, 2016

H. VICE PRINCIPAL'S REPORT

1. Fire Drill Report:

| | <u>Date</u> | <u>Time</u> | <u>Duration</u> |
|----|-------------|-------------|-----------------|
| a. | 10/06/16 | 9:32 a.m. | 58 seconds |
2. Security Drill: Building Lock Down

| | <u>Date</u> | <u>Time</u> | <u>Duration</u> |
|----|-------------|-------------|---------------------|
| a. | 10/24/16 | 10:42 a.m. | 7 minutes 3 seconds |

Exhibit: 16-08**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: LES PTA
Organization Address: 301 Union Avenue, Lakehurst, NJ
Date(s) Desired: 11/16/16
Time Desired: 1:45 p.m. to 6:00 p.m.
Proposed Use: Fundraiser Pickup
Equipment Requested: Cafeteria, Tables
 - b. Organization Name: LES PTA
Organization Address: 301 Union Avenue, Lakehurst, NJ
Date(s) Desired: 12/12/16
Time Desired: 8:00 a.m. to 11:00 a.m.
Proposed Use: Assembly
Equipment Requested: Gym, Bleachers, Chairs, Tables
2. To Approve submission of the 2017-2018 Application of Intent to Operate a Title I School-Wide program.
3. To Approve the 2016-2017 Three Year Comprehensive Maintenance Plan.
4. To Approve the 2016-2017 M-1 Annual Maintenance Budget Amount Worksheet.

BOARD BUSINESS (Continued)

A Motion was made by Mrs. Septor and seconded by Mr. Burton to Confirm and Approve Board Business Items 1 (a-b) and 2 - 4.

ROLL CALL VOTE:

| | |
|-------------|-----|
| Mrs. Pease | Aye |
| Mr. Hetzel | Aye |
| Mrs. Septor | Aye |
| Mr. Burton | Aye |
| Mr. Malden | Aye |

O. FINANCE

- To Confirm and Approve for Payment of Bills listed on the Bill Resolution dated November 22, 2016, totaling \$386,372.60.
- To Accept the Secretary's Report A-148 for October 31, 2016, with a Cash Balance of \$946,993.99.
- To Accept the Treasurer's Report A-149 for October 31, 2016, with a Cash Balance of \$946,993.99.
- 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 October 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.

Board Secretary

Date

- 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 October 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.
- To Confirm the transfers within the 2016-2017 school budget as per exhibit.
Exhibit: 16-09
- To Accept a \$250.00 Staples gift card from Ocean First for participation in the 2016 Model Classroom Grant Program.
- To Approve a tuition reimbursement for Ms. Firetto for three (3) credits in Intro to Educational Leadership and Supervision at Monmouth University as per negotiated agreement.
- To Approve the Revised 2016-2017 Parental Contract for Student Transportation for Student 6025037713 at a cost of \$18,000.
- To Confirm and Approve the 2016-2017 Joint Transportation Agreement between the Manchester Township Board of Education (Host) and Lakehurst Borough Board of Education (Joiner) at a cost of \$334,841.62.

FINANCE (Continued)

11. To Approve a tuition reimbursement for Mrs. Chapman at a cost of \$240.00 from Georgian Court University as per negotiated agreement.
12. To Approve Sodexo Management, Inc. to provide the District food service for the 2016-2017 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, 2016 and ending June 30, 2017 with Sodexo Management, Inc. (FSMC), food management provider for the Lakehurst School District.

FEES

General Support Services Allowance. District shall pay Sodexo a General Support Services Allowance equal to Sixteen Thousand Nine Hundred Sixty Seven Dollars and No Cents (\$16,967) for the 2016-2017 contract year, payable in ten equal installments of One Thousand Six Hundred Ninety-Six and Seventy Cents (\$1,696.70), 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 Four Hundred Eight Dollars (\$4,408.00) payable in ten equal installments of Four Hundred Forty Dollars and Eighty (\$440.80), September through June for the 2016-2017 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.

A Motion was made by Mrs. Septor and seconded by Mrs. Pease to Confirm and Approve and/or Accept Finance Items 1 – 12.

ROLL CALL VOTE:

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|-------------|-----|
| Mrs. Pease | Aye |
| Mr. Hetzel | Aye |
| Mrs. Septor | Aye |
| Mr. Burton | Aye |
| Mr. Malden | Aye |

P. PERSONNEL

1. To Approve the following Professional Development activities:

- a. Name: Carmen Quaglia
Date: 10/18/16
Topic: County Curriculum Meeting
Place: Southern Regional High School
Cost: Substitute, Mileage
- b. Name: Amanda Owens
Date: 11/17/16
Topic: STEM Education Web Resources
Place: SRI & ETTC Computer Lab, Galloway, NJ
Cost: \$178 or 7 ETTC Hours, Substitute, Mileage

PERSONNEL (Continued)

c. Name: Ellie Tedeschi
 Date: 12/12/16
 Topic: Communication Skills for Women
 Place: American Hotel, Freehold, NJ
 Cost: \$49.00, Mileage

d. Name: Carmen Quaglia
 Date: 12/14/16
 Topic: Achieve 3000/School Future
 Place: Monroe Twp., NJ
 Cost: Substitute, Mileage

2. To Approve Michelle Kuzel, 1123A Hemlock Street, JBMDL, NJ as a District Substitute for the remainder of the 2016-2017 school year.
3. To Approve the following Stipends for the 2016-2017 school year as per Negotiated Agreement: Toni Dworkin, Musical Director and Michael Roscigno, Assistant.
4. To Approve Michael Roscigno as a Substitute Custodian at the hourly rate of \$15.00 effective December 1, 2016.

A Motion was made by Mrs. Pease and seconded by Mr. Hetzel to Approve, Accept and/or Confirm Personnel Items 1 (a-d) and 2 – 4.

ROLL CALL VOTE:

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|-------------|-----|
| Mrs. Pease | Aye |
| Mr. Hetzel | Aye |
| Mrs. Septor | Aye |
| Mr. Burton | Aye |
| Mr. Malden | Aye |

Q. PROGRAM

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

a. Grade: MD1, MD2
 Destination: Silverton Farms
 Date: 10/20/16 (Rescheduled from 10/25)
 Time: 10:30 a.m. to 2:00 p.m.
 Transportation: Bus
 Cost: \$5.00 per person

b. Grade: MD1, MD2
 Destination: Lehmann School
 Program: Service Learning
 Date: 02/10/17
 Time: 9:30 a.m. to 12:30 p.m.
 Transportation: Bus
 Cost: N/A

c. Grade: Kindergarten
 Destination: Jake's Branch County Park
 Program: Science (Livings Things Unit)
 Date: 05/05/17
 Time: 9:30 a.m. to 1:30 p.m.
 Transportation: Bus
 Cost: N/A

PROGRAM (Continued)

- d. Grade: 3rd – 8th
 Destination: Veteran's Park, Bayville, NJ
 Program: Field Day
 Date: 05/23/17
 Time: 8:20 a.m. to 1:40 p.m.
 Transportation: Bus
 Cost: N/A
- e. Grade: MD1, MD2
 Destination: Lehmann School
 Program: Service Learning
 Date: 05/26/17
 Time: 9:30 a.m. to 12:30 p.m.
 Transportation: Bus
 Cost: N/A

A Motion was made by Mrs. Septor and seconded by Mrs. Pease to Approve Program Items 1 (a-e).

ROLL CALL VOTE:

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|-------------|-----|
| Mrs. Pease | Aye |
| Mr. Hetzel | Aye |
| Mrs. Septor | Aye |
| Mr. Burton | Aye |
| Mr. Malden | Aye |

ANNOUNCEMENTS

- Abbreviated Day November 23, 2016
- Thanksgiving November 24 - 25, 2016
- Abbreviated Day/
Parent Teacher Conferences November 28 – December 1, 2016
- Holiday Workshop December 5 – 9, 2016
- Winter Concert December 15, 2016
- Board of Education Meeting December 20, 2016

COMMUNICATION FROM THE PUBLIC**ADJOURNMENT**

A Motion was made by Mrs. Septor and seconded by Mrs. Pease to adjourn the Regular Meeting of the Board of Education at 7:28 p.m.

ROLL CALL VOTE:

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|-------------|
| Mrs. Pease |
| Mr. Hetzel |
| Mrs. Septor |
| Mr. Burton |
| Mr. Malden |

RESPECTFULLY SUBMITTED