

**MINUTES OF THE
REGULAR MEETING
LAKEHURST BOARD OF EDUCATION
TUESDAY, JUNE 19, 2018**

(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 January 14, 2018, 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. Parliman	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 Mr. Burton and seconded by Mr. Hetzel to dispense with the reading and Approve the:

- Minutes of Work Session and Regular Meeting - May 15, 2018

ROLL CALL VOTE:

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

E. BOARD OF EDUCATION INFORMATION COMMITTEE REPORT/SPECIAL REPORT

- PTA 3rd Annual Field Day
- Parent Alliance will be meeting quarterly
- Manchester H.S. graduation is June 22nd at 6:30 p.m.

CLOSED SESSION RESOLUTION (Continued)

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

ROLL CALL VOTE:

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

Time In: 7:25 p.m.

Time At Conclusion Of Closed Session: 8:41 p.m.

- I. **BUSINESS ADMINISTRATOR'S REPORT**
- J. **CORRESPONDENCE TO AND FROM THE BOARD**
- K. **PUBLIC COMMENTS ON AGENDA ITEMS**
- L. **OLD BUSINESS**
- 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, Ocean Mental Health, Collier, Neptune Board of Education, and Toms River Board of Education
- 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.
- Strauss Esmay – Policy Services
- 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 and/or Confirm the following requests for the use of Lakehurst District facilities:

- a. Organization Name: PTA
 Organization Address: Lakehurst, NJ 08733
 Date(s) Desired: Tuesday, July 12, 2018
 Time Desired: 4:30 p.m. to 7:45 p.m.
 Proposed Use: Hot Dogs and Kickball
 Location/Equipment Requested: Playground/Tables/Chairs/Garbage Cans

2. To Approve a Food Service Vending Agreement with Manchester Board of Education for breakfast and lunch program services for students through Sodexo Food Services for the 2018-2019 school year at a cost of \$2.40 for lunch and \$1.70 for breakfast including milk.
3. To Approve the School Health Nursing Service Plan update for the 2018-2019 school year, as per exhibit.

Exhibit: 17-34

4. To Accept with regret, the resignation of Mr. David Loder-School Behaviorist/School Psychologist, effective July 1, 2018.
5. To Accept with regret, the resignation of Ms. Meghan McNichols-Speech Therapist, effective September 1, 2018.
6. To Approve the submission of a grant application for the 2018 Safety Grant Program through New Jersey Schools Insurance Group's MOCSSIF Subfund for the purposes described in the application, in the amount of \$1819.00 for the period July 1, 2018 through June 30, 2019.
7. To Approve Lakehurst Board of Education to provide Island Heights with shared Art Instruction for the 2018-2019 school year one (1) day per week at the cost of \$15,000.
8. To Approve and Attest to the completion of the Superintendent of Schools 2017-2018 Merit Goal with a payment of \$3,375.00, pending final approval from the Executive County Superintendent.

A Motion was made by Mr. Burton and seconded by Mrs. Septor to Approve, Confirm and/or Accept Board Business Items 1(a) and 2-8.

ROLL CALL VOTE:

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

A Motion was made by Mr. Burton and seconded by Mr. Hetzel to add Board Business # 9.

ROLL CALL VOTE:

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

BOARD BUSINESS (Continued)

9. To Approve the 2017-2018 Evaluation of the Lakehurst Board of Education Superintendent, Mrs. Loren Fuhring.

A Motion was made by Mr. Burton and seconded by Mrs. Septor to Approve Board Business item 9.

ROLL CALL VOTE:

Mrs. Pease Abstain item 1A, Aye 2-9
 Mr. Hetzel Aye
 Mrs. Septor Aye
 Mr. Burton Aye
 Mr. Malden Aye

O. FINANCE

1. To Confirm and Approve for Payment of Bills listed on the Bill Resolution dated June 19, 2018, totaling \$848,219.88.
2. To Accept the Secretary's Report A-148 for April 30, 2018, with a Cash Balance of \$760,017.91.
3. To Accept the Treasurer's Report A-149 for April 30, 2018, with a Cash Balance of \$760,017.91.
4. To Accept the Secretary's Report A-148 for May 31, 2018, with a Cash Balance of \$1,083,044.85.
5. To Accept the Treasurer's Report A-149 for May 31, 2018, with a Cash Balance of \$1,083,044.85.
6. To Accept the Certification of No Over-expenditures:
 Pursuant to N.J.A.C. 6A:22-2.11(c)3, I, Barry Parliman, Board Secretary, certify that as of April 30, 2018, 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

7. To Accept Financial Reporting:
 Through the adoption of this resolution, we, the Lakehurst Board of Education, pursuant to N.J.A.C. 6A:22-2.11(c)4 certify that as of April 30, 2018, 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.
8. To Accept the Certification of No Over-expenditures:
 Pursuant to N.J.A.C. 6A:22-2.11(c)3, I, Barry Parliman, Board Secretary, certify that as of May 31, 2018, 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

FINANCE (Continued)

9. 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, 2018, 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.

10. To Confirm the transfers within the 2017-2018 school budget as per exhibit.

Exhibit: 17-35

11. To Confirm the transfers within the 2017-2018 school budget as per exhibit.

Exhibit: 17-36

12. To Approve Health Benefits Waiver payments to the following employees for the period January 2018 through June 30, 2018 as per Negotiated Agreement:

P. Applegate	\$1,250
C. Bille	\$1,250
A. Brooksbank (Prorated)	\$ 417
M. Bryant (Prorated)	\$ 625
L. Chapman	\$2,500
T. Firetto	\$1,250
K. Foca	\$2,500
L. Gudzak	\$1,250
R. Kurzynowski	\$1,250
H. Layton	\$1,250
C. Mine	\$2,500
D. Nagy (Prorated)	\$ 417
C. Quaglia	\$1,000
C. Schmidlin	\$1,500
K. Sutter	\$1,250
M. Welch	\$2,500

13. To Approve Tuition for Out-of-District Special Education Extended School Year 2018 as follows:

<u>Student NJ State ID</u>	<u>School Location</u>	<u>Tuition Cost</u>
4610127697	The Education Academy/ Lanoka Harbor	\$7,431.50
4679712967	The Education Academy/ Lanoka Harbor	\$7,431.50
8256364539	Ocean Academy/ Bayville	\$9,523.80
9184003412	Ocean Academy/ Bayville	\$9,523.80
9798729911	Neptune High School/ Neptune	\$9,166.80
6025037713	Silver Bay Elementary/ Toms River	\$7,583.00
2955857283	Whiting Elementary School/ Whiting	\$3,300.00
4152676713	Manchester High School/ Manchester Township	\$3,300.00

FINANCE (Continued)

14. To Approve Sodexo Management, Inc. to provide the District food service for the 2018-2019 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, 2018 and ending June 30, 2019 with Sodexo Management, Inc. (FSMC), food management provider for the Lakehurst School District.

FEES

General Support Services Allowance. SFA shall pay Sodexo a General Support Services Allowance equal to Seventeen Thousand Nine Hundred Sixty-Nine Dollars and No Cents (\$17,969.00) for the 2018-2019 contract year, payable in ten equal installments of One Thousand Seven Hundred Ninety-Six Dollars and Ninety Cents (\$1,796.90), 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. SFA shall pay Sodexo a Management Fee in an amount equal to Four Thousand Six Hundred Sixty-Eight Dollars (\$4,668.00) payable in ten equal installments of Four Hundred Sixty-Six Dollars and Eighty Cents (\$466.80), September through June for the 2018-2019 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.

15. To Approve a Food Service Vending Agreement with Manchester Board of Education through Sodexo Food Services for the 2018-2019 school year at a cost of \$2.40 for lunch and \$1.70 for breakfast including milk.
16. To Approve the non-resident annual tuition rate of \$4000.00 per child for the 2018-2019 school year.
17. To Approve AXA Equitable, Lincoln Investment Planning, and MetLife as the District's Tax Shelter Annuity Companies for the 2018-2019 school year.
18. To Approve the use of Uniform Minimum Chart of Accounts for the State of New Jersey Department of Education for the 2018-2019 school year.
19. To Approve the Annual Tax Payment Schedule between the Lakehurst Board of Education and the Borough of Lakehurst for the 2018-2019 school year.
20. 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 2018-2019 school year.
21. 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 2018-2019 school year.
22. 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 2018-2019 school year.
23. To Approve the Business Administrator/Board Secretary, Board President, Board Vice-President and Treasurer of School Monies to sign Warrants for the 2018-2019 school year.
24. To Approve Robert's Rule of Parliamentary Procedures for the 2018-2019 school year.
25. To Approve the Business Administrator/Board Secretary as Purchasing Agent for the 2018-2019 school year.

FINANCE (Continued)

26. To Approve the following as Official Depositories for the 2018-2019 school year:

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

27. To Approve participation in the Ocean County Consortium for NCLB FY 2019 Title III Program.

28. To Approve a contract with Source4Teachers to provide substitute staff coverage for the 2018-2019 school year.

A Motion was made by Mrs. Septor and seconded by Mrs. Pease to Confirm, Approve and/or Accept Finance Items 1-28.

ROLL CALL VOTE:

Mrs. Pease	Aye
Mr. Hetzel	Aye
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 2018-2019 school year and the cost of mileage only.
2. To Approve the appointment of Stephanie Rucci as Affirmative Action Officer for the 2018-2019 school year, term to begin July 1, 2018 and expire June 30, 2019.
3. To Approve the appointment of Loren Fuhring as Title IX Coordinator for the 2018-2019 school year, term to begin July 1, 2018 and expire June 30, 2019.
4. To Approve the appointment of Stephanie Rucci as Anti-Bullying Coordinator for the 2018-2019 school year, term to begin July 1, 2018 and expire June 30, 2019.
5. To Approve the appointment of Carmen Quaglia as Anti-Bullying Specialist for the 2018-2019 school year, term to begin July 1, 2018 and expire June 30, 2019.
6. To Approve the appointment of Barry Parlman as Public Agency Compliance Officer for the 2018-2019 school year, term to begin July 1, 2018 and expire June 30, 2019.
7. To Approve the appointment of Robert A. Hulsart & Co., 2807 Hurley Pond Road, Wall, NJ 07719, as Board Auditor for the 2018-2019 school year, term to begin July 1, 2018 and expire June 30, 2019 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 2018-2019 school year, term to begin July 1, 2018 and expire June 30, 2019 per Title 18A:12-20.
9. To Approve the appointment of Dr. Robert Simon as School Medical Inspector for the 2018-2019 school year, term to begin July 1, 2018 and expire June 30, 2019 per Title 18A:40-1, as per contractual agreement.
10. To Approve the School Medical Inspector's Standing Orders for the 2018-2019 school year.

PERSONNEL (Continued)

11. To Approve the appointment of Elizabeth Saratinoudis as Treasurer of School Monies and Investment Officer for the 2018-2019 school year, per Title 18A:8-3, term to begin July 1, 2018 and expire June 30, 2019 as per contractual agreement.
12. To Approve the appointment of the following as the Official Newspapers for the 2018-2019 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 2018-2019 school year, term to begin July 1, 2018 and expire June 30, 2019.
14. To Approve the appointment of Daniel Cuiffo as Asbestos Management Officer for the 2018-2019 school year.
15. To Approve Daniel Cuiffo as Safety & Health Designee for the 2018-2019 school year.
16. To Approve Daniel Cuiffo as Indoor Air Quality Designee for the 2018-2019 school year.
17. To Approve Conner Strong and Centric Insurance as the Lakehurst Board of Education Insurance Brokers of Record for the 2018-2019 school year.
18. To Approve Daniel Cuiffo as integrated Pest Management Coordinator for the 2018-2019 school year.
19. To Approve Daniel Cuiffo as the Right to Know Officer for the 2018-2019 school year.
20. To Approve Daniel Cuiffo as the Chemical Hygiene Officer for the 2018-2019 school year.
21. To Approve Barry J. Parlman as Custodian of Records for the 2018-2019 school year.
22. To Approve Daniel Cuiffo as the AHERA Coordinator for the 2018-2019 school year.

A Motion was made by Mrs. Pease and seconded by Mr. Burton to Approve Personnel Items 1-22.

ROLL CALL VOTE:

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

Q. POLICY

1. To Approve the first reading of the following new Policies and Regulations:

Policies

1550	Equal Employment/Anti-Discrimination Practices
2431	Athletic Competition
5350	Student Suicide Prevention
5533	Student Smoking
5535	Passive Breath Alcohol Sensor
5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
8462	Reporting Potentially Missing or Abused Children
8561	Procurement Procedures for School Nutrition Programs

Regulations

1550	Equal Employment/Anti-Discrimination Practices
2431.2	Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad
5350	Student Suicide Prevention

POLICY (Continued)

5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

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

ROLL CALL VOTE:

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

R. PROGRAM

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

- a. Grade: 3rd - 8th
 Destination: Sky Zone Lakewood, NJ
 Program: Honors Trip
 Date: 6/5/18
 Time: 9:30 a.m. to 1:15 p.m.
 Transportation: Bus
 Cost: \$13.00 per student

- b. Grade: Title I/BSI Extended School Year
 Destination: Dorbrook Recreation Area Colts Neck, NJ
 Program: Character Education/Physical Education
 Date: 7/17/18
 Time: 8:30 a.m. to 11:45 a.m.
 Transportation: Bus
 Cost: \$25.00

- c. Grade: Title I/BSI Extended School Year
 Destination: Marquee Cinemas Orchard 10 Toms River, NJ
 Program: Character Education
 Date: 7/31/18
 Time: 8:30 a.m. to 11:30 a.m.
 Transportation: 2 Buses
 Cost: No cost

2. To Approve the following dates and hours of operation for the 2018 Extended School Year:

July 2018 2, 3,
 9, 10, 11, 12
 16, 17, 18, 19
 23, 24, 25, 26
 30, 31

August 2018 1, 2

Preschool Disabled - 8:00 a.m. to 12:00 p.m.
 BSI/Title I and Multiple Disabilities - 8:00 a.m. to 12:00 p.m.

