

**FREEHOLD BOROUGH BOARD OF EDUCATION  
AGENDA FOR THE PUBLIC BOARD ACTION MEETING  
TO BE HELD MONDAY, JUNE 11, 2012 AT 6:00 PM  
280 PARK AVENUE, FREEHOLD, NJ 07728**

***GOALS OF THE FREEHOLD BOROUGH BOARD OF EDUCATION FOR 2011-2012***

***Goal 1: Each board committee is to have minutes of their meetings distributed to all board members within 48 hours after the meeting.***

***Goal 2: Board members should take the initiative to meet with the Business Administrator to gain a better understanding of the Board's financial roles.***

***Goal 3: Set aside time at several board meetings throughout the year to have discussions on board governance issues.***

**A. STATEMENTS**

1. Meeting Notice
2. Pledge of Allegiance
3. Roll Call

**B. BOARD PRESIDENT/VICE PRESIDENT COMMENTS**

**C. APPROVAL OF MINUTES**

1. Recommend the Board approve the release to the public of the minutes of the Board Action Meeting Agenda held on May 21<sup>st</sup>, 2012.
2. Recommend the Board approve the release to the public of the executive session minutes of the Board Action Meeting Agenda held on May 21<sup>st</sup>, 2012 at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

**D. PUBLIC COMMENTS ON AGENDA ITEMS ONLY**

**E. SUPERINTENDENT'S/BOARD SECRETARY'S REPORT**

1. Freehold Borough Youth Government – Councilman Jaye Sims
2. Awards Ceremony
3. District Insurance Policies – Mr. Patrick DeGeorge
4. HIB Reports – None
5. Calendar/Announcements – Mrs. Elizabeth O'Connell

**F. INSTRUCTION**

**G. PUPILS**

1. Home Instruction  
Recommend the Board approve A+ Tutoring Service to provide a total of 32 hours of home instruction at \$35 per hour to SID 10200010 not to exceed \$1,536 to be appropriated from GAAP Account 11-150-100-320-00-00-04:

2. Home Instruction  
Recommend the Board approve Corey Cohen and Julie Kudish to provide 5 hours each of home instruction through the end of the school year to SID #10200586 at the rate of \$35/hr to be appropriated from GAAP Account 11-150-100-101-00-00-04.
3. Home Instruction  
Recommend the Board approve Amanda Urbano to provide 20 hours of home instruction to SID # 00000140 at the rate of \$35/hr to be appropriated from GAAP Account 11-150-100-101-00-00-04.

H. ADMINISTRATION

I. BUSINESS

1. Approval of Travel Related Expenses  
Recommend the Board approve travel and related expense reimbursement in accordance with N.J.A.C. 6A:23B as per attached 2011-2012 Travel Authorization Logs.
2. 2<sup>nd</sup> Reading of Policy # 7510 Use of School Facilities  
Recommend the Board approve 2<sup>nd</sup> Reading of Policy # 7510 Use of School Facilities, as presented.
3. 2<sup>nd</sup> Reading of Regulation # 7510 Use of School Facilities  
Recommend the Board approve 2<sup>nd</sup> Reading of Regulation # 7510 Use of School Facilities, as presented.
4. 1<sup>st</sup> Reading of Policy # 2361 Acceptable Use of Computer Networks/Computers and Resources  
Recommend the Board approve 1<sup>st</sup> Reading of Policy # 2361 Acceptable Use of Computer Networks/Computers and Resources, as presented.
5. Payment of Bills – June 11, 2012  
Recommend the Board approve the claims for goods received and services rendered and certified to be correct by the Business Administrator/Board Secretary as of June 11, 2012 as follows:

Fund 11 – General Current Expense	\$388,340.60
Fund 12 – Capital Outlay	0.00
Fund 20 – Grants and Entitlements	50,761.51
Fund 60 – Food Service	43,719.99
Total	<u>\$482,822.10</u>

6. Change in Health Care Providers  
The Borough of Freehold Board of Education hereby resolves to terminate its medical and prescription coverage participation in the Horizon Blue Cross Blue Shield of New Jersey program for all its active, COBRA and retired employees.

The Borough of Freehold Board of Education hereby resolves to adopt the School Employees Health Benefit Program medical and prescription coverage for all its active, COBRA and retired employees.

We understand that this resolution shall take effect October 1, 2012.

7. A RESOLUTION to authorize participation in the State Health Benefits Program and/or School Employees' Health Benefits Program of the State of New Jersey.

BE IT RESOLVED:

1. The Freehold Borough Board of Education hereby elects to participate in the Health Program provided by the New Jersey State Health Benefits Act of the State of New Jersey (N.J.S.A. 52:14-17.26 and N.J.S.A. 52:14-17.46.2) and to authorize coverage for all the employees and their dependents thereunder in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees' Health Benefits Commission.
2. We will not have a stand-alone prescription drug plan and understand that prescription drug coverage will be provided based on the medical plan chosen by the subscriber.
3. We will be maintaining Delta Dental of New Jersey as our dental plan.
4. We elect 32 hours per week (average) as the minimum requirement for full time status in accordance with N.J.A.C. 17:9-4.6.
5. As a participating employer we will remit to the State Treasury all charges due on account of employee and dependent coverage and periodic charges in accordance with the requirements of the statute and the rules and regulations duly promulgated thereunder.
6. We hereby appoint Patrick DeGeorge to act as Certifying Officer in the administration of this program.
7. This resolution shall take effect immediately and coverage shall be effective as of October 1, 2012 or as soon thereafter as it may be effectuated pursuant to the statutes and regulations (can be no less than 75 or 90 days) pursuant to the provisions of N.J.S.A. 17:9-1.4).

8. Maintenance and Repair Contract Renewals: 2012-2013

Recommend the Board approve the renewal of the following maintenance and repair contract renewals for the period July 1, 2012 through June 30, 2013 as follows:

Service	Vendor	Hourly Rate			Materials Markup	Total Contract Value
		Technician or Mechanic/ Foreman/ Journeyman	Programmer Or Electrician/ Welder/ Journeyman	Helper/ Laborer		
Boiler and Burner Services	Northwind Mechanical 1305 Roller Road Ocean, NJ 07712	\$87.55	N/A	\$59.74	15%	\$19,940
Electrical Repairs	Maul Electric, Inc. 10 Griggs Drive, PO Box 386 Dayton, NJ 08810	\$106.09	\$94.76	\$57.68	10%	\$17,156
HVAC Equipment Repairs	Northwind Mechanical 1305 Roller Road Ocean, NJ 07712	\$82.40		\$59.74	15%	\$27,241
Plumbing Repairs	Binsky & Snyder Service LLC 281 Centennial Avenue Piscataway, NJ 08854	\$96.56	\$99.40	\$66.69	10%	\$12,195

These contracts are awarded through the District's engineering consultant Energy For America, Inc. and are subject to the receipt of all documentation required in the *Notice of Intent to Award* letter.

9. Purchase of Operable Partition  
Recommend the Board approve Nickerson Corporation with offices at 515 Union Avenue, Union Beach, New Jersey to provide and install one (1) Signature 8600 single panel operable partition to divide an existing classroom at the Freehold Intermediate School to prepare for the district's new Behavioral Disabilities Program through MRESC Co-Op Contract Number 11-12-41 for a total cost not to exceed \$21,799 to be appropriated from 12-000-401-450-00-60-02.
10. Microsoft Software Licensing Consortium Agreement: 2012-2013 School Year  
Recommend that the Board approve participation in the Educational Resources and Information Center (ERIC) Consortium for Microsoft Volume Licensing for the 2012-2013 school year. The cost for enrolling 170 end users, all current Client Access Licenses (CALs) for Windows Server, Exchange Server (including upgrades), Office, Windows, as well as SharePoint Suite for all users for the upcoming school year is \$12,027.28 (\$70.75 per end user) to be appropriated from GAAP Account 11-190-100-610-00-00-08. Participation in this consortium eliminates the need for various individual software licenses for each end user which if upgraded would cost approximately \$647 per end user, as well as additional costs for each server the District owns.
11. Apple Software Licensing Agreement: 2012-2013 School Year  
Recommend that the Board approve the purchase of Apple Volume Licensing for the 2012-2013 school year. The cost for enrolling 175 end users, all current Client Access Licenses (CALs) for the Mac OS, iLife, and iWork for all users for the upcoming school year is \$6,196 (\$35.41 per end user) to be appropriated from GAAP Account 11-190-100-610-00-00-08.
12. Summer Nursing Services  
Recommend the Board approve the Monmouth-Ocean Educational Services Commission (MOESC) to provide School Nursing Services for SID# 8902768606 and SID# 5282218506 on behalf of the Freehold Borough Board of Education for the period July 5, 2012 through August 15, 2012 at \$50 per hour not to exceed \$4,000 to be appropriated from GAAP Account 11-000-213-300-00-00-04.
13. Industrial Appraisal  
Recommend the Board approve Industrial Appraisal Company to provide fixed asset valuation services for the 2012-2013 school year at a total cost not to exceed \$800 to be appropriated from GAAP account 11-000-251-340-00-00-02.
14. Outdoor Basketball Court  
Recommend the Board approve Diamond Construction with offices at 35 Beaverson Blvd., Suite 12C, Brick, NJ 08723 to provide and install a regulation outdoor asphalt base basketball court, includes layout, excavation and installation, at PAE complex for use in the districts physical education curriculum at a total cost not to exceed \$29,160 to be appropriated from Account # 12-000-263-730-00-00-05. Quotations were obtained as required by NJ Public Purchasing Law.
15. Standard Operating Procedures/Internal Control Manual  
Recommend the Board adopt the district Standard Operating Procedures/Internal Controls Manual mandated by N.J.A.C. 6A:23A-6.4 and 6.6 for use by district staff members for the 2012-2013 school year.

16. Food Service Biosecurity Management Plan

Recommend the Board adopt the district Food Service Biosecurity Management Plan for use by district staff members for the 2012-2013 school year.

17. Purchasing Manual

Recommend the Board adopt the district Purchasing Manual for use by district staff members for the 2012-2013 school year.

J. PERSONNEL

1. Resignation of FIS Acting Principal

Recommend the Board accept with regret the resignation of Joseph Jerabek, FIS Acting Principal, effective June 30<sup>th</sup>, 2012.

2. Resignation of Teacher

Recommend the Board accept with regret the resignation of Nicole Sabel, effective June 30<sup>th</sup>, 2012.

3. Resignation of Teacher Assistant

Recommend the Board accept with regret the resignation of Laura Barthel, effective June 30<sup>th</sup>, 2012.

4. Employment of Transitional 1<sup>st</sup> Grade Teacher

Recommend the Board approve Shelley Kole, Transitional 1<sup>st</sup> grade teacher for the 2012-2013 school year, at Step 4 – M.A. \$47,260 of 2012-2013 Teacher’s Salary Guide, to be appropriated from GAAP Account 11-120-100-101-09-00-09. Ms. Kole received her B.A. and M.S. from Rowan University and holds Elementary K-5, Teacher of Students with Disabilities certifications, Reading Endorsement and Elementary School Subject Matter Specialization in Social Studies endorsement. PCR# 1STT0007.

5. Maternity/Disability Leave

Recommend the Board approve maternity/disability leave for Kelly Hobbs, effective October 9<sup>th</sup>, 2012 – November 30<sup>th</sup>, 2012, with pay and with benefits. (using 34 sick days)

6. Family Medical Leave Act

Recommend the Board approve family medical leave act for Kelly Hobbs, effective December 3<sup>rd</sup>, 2012 – January 1<sup>st</sup>, 2013, without pay and with benefits. (using 3 weeks of FMLA)

7. Reemployment for Additional Nursing Services – Special Education

WHEREAS the IEP for a student eligible for special education in the District requires the presence of a registered nurse to provide nursing services as a related service; and

WHEREAS the nursing services to be performed for the aforementioned student eligible for special education need not be performed by a certificated school nurse; and

WHEREAS the Education Law requires that special education students and those with medical needs requiring specialized care shall have that care rendered by an appropriate provider as appointed by the Board of Education; and

WHEREAS by reason of the foregoing, the District has a need to employ a registered nurse to provide nursing services for the aforementioned student, but does not require

that such registered nurse possess an Educational Services Certificate with an endorsement as a School Nurse or that such registered nurse perform school nursing services within the meaning of N.J.S.A. 18A:40-1 et seq.; and

WHEREAS Ginny Vota is a registered nurse who is able to provide the nursing services required by the IEP for the student in question.

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board employ Ginny Vota is a registered nurse to provide those services required by the IEP for the aforementioned student eligible for special education and related services, for the period beginning September 1, 2012 and continuing until June 30, 2013; and

BE IT FURTHER RESOLVED that such employment is terminable upon thirty (30) days written notice by either party; and

BE IT FURTHER RESOLVED that Ginny Vota be compensated at \$18,000 annually with family health benefits. GAAP Account 11-000-213-100-00-02-04. PCR# NRSE0003

8. Reemployment of Staff for 21<sup>st</sup> Century Community Learning Center Grant  
 Recommend the Board approve the following staff for 2012-2013 to be paid as indicated: 21<sup>st</sup> Community Learning Centers for Freehold Borough Public Schools:

<i>Last Name</i>	<i>First name</i>	<i>Position</i>	<i>Salary</i>	<i>Account #</i>
Dougherty	Ronnie	Project Administrator	\$40.00 per hour (not to exceed \$28,800 annually)	20-307-200-100-00-00-03
Ramirez 21CG0001	Maritza	Administrative Coordinator	\$61,800/year	20-307-200-100-00-00-03

9. Employment of Clerical Assistant for 21<sup>st</sup> Century Community Learning Center Grant  
 Recommend the Board approve Jennifer Caputo, clerical assistant for 21<sup>st</sup> Century Community Learning Center Grant for the 2012-2013 school year, effective July 9<sup>th</sup>, 2012, at a rate of \$15/hour, 15 hours a week, not to exceed \$11,700 annually. GAAP Account # 20-307-200-100-00-00-03.

10. Employment of Teacher Assistants/Clerical Assistants  
 Recommend the Board approve the reemployment of the following teacher assistants/ clerical assistants for the 2012-2013 school year: (10 month employees) Salary adjustments are effective as of and prorated from September 1, 2012 through January 31, 2013.

<u>Name</u>	<u>Step</u>	<u>Salary</u>	<u>PCR#</u>
BERG, CHRISTINE	9	\$23,599	ASST0029
FERN, KATELYN	10	\$24,954	ASST0016

11. Reemployment of Supervisor of Buildings and Grounds  
 Recommend the Board approve Joseph Bilotti as Supervisor of Buildings and Grounds (PCR#SBGD0001) for the 2012-2013 school year at a salary of \$67,000 to be appropriated from GAAP Accounts 11-000-261-100-00-00-05 (50%) and 11-000-262-100-00-00-05 (50%).

12. Reemployment of Part-time Administrative Assistant – Buildings and Grounds

Recommend the Board approve Michele Bresnahan as a part-time Administrative Assistant – Buildings and Grounds (PCR#BGCLK001) for the 2012-2013 school year at an hourly rate of \$15.30, not to exceed 20 hours per week for a total not to exceed \$15,912 to be appropriated from GAAP Accounts 11-000-261-100-00-00-05 (50%) and 11-000-262-100-00-04-05 (50%).

13. Head Custodian – Freehold Learning Center

Recommend the Board approve Nick Davis as Head Custodian of the Freehold Learning Center (PCR#CUMT0002) (12 month position) for the 2012-2013 school year as follows:

Base Salary	\$36,400 (Step 1 on the MG Guide)
Contractual Stipend for Head Custodian	1,500
Longevity	<u>450</u>
	\$38,350

to be appropriated from GAAP Account 11-000-261-100-00-00-05. Salary adjustments are effective as of and prorated from July 1, 2012 through January 31, 2013.

14. Custodian – Park Avenue Complex

Recommend the Board approve Jermaine Moore as Custodian at the Park Avenue Complex (PCR#CUST0006) (12 month position) for the 2012-2013 school year as follows:

Base Salary	\$38,585 (Step 13 on the CG Guide)
Longevity	900
Boiler License	450
Night Differential	<u>800</u>
	\$40,735

to be appropriated from GAAP Account 11-000-262-100-00-00-05. Salary adjustments are effective as of and prorated from July 1, 2012 through January 31, 2013.

15. Reemployment of Custodial/Maintenance Worker

Recommend the Board approve the reemployment of the following custodian/maintenance worker and head custodian for the 2012-2013 school year: (12 month employees) Salary adjustments are effective as of and prorated from July 1, 2012 through January 31, 2013.

<u>Name</u>	<u>Step</u>	<u>Salary</u>	<u>PCR#</u>
CORDERO, MARTYN	9+	\$39,150	CUMT0001

16. Reemployment of Custodians

Recommend the Board approve the reemployment of the following custodians for the 2012-2013 school year: (12 month employees) Salary adjustments are effective as of and prorated from July 1, 2012 through January 31, 2013.

<u>Name</u>	<u>Step</u>	<u>Salary</u>	<u>PCR#</u>
REILLEY, LISA	10+	\$33,700(nights)	CUST0007
FONSECA, RAMIRO	10+	\$33,700(nights)	CUST0005
BUCZEK, JOSEF	7	\$27,830	CUST0003
PERDOMO, OSCAR	5	\$27,210(nights)	CUST0004
GOODE, CHARLES	3	\$26,210	CUST0001
YANES, JOSE	1	\$27,260(nights/ boiler license)	CUST0002

17. Reemployment of Bus Drivers

Recommend the Board approve the reemployment of the following bus drivers for the 2012-2013 school year: (10 month employees)

Name	Salary	PCR#
CASALETTO, KRISTEN	\$30,203 *	BDRV0002
MELON, MARY JO	\$30,203 *	BDRV0003
SMITH, AGNES	\$42,470 **	BDRV0001

\* including \$300 longevity

\*\* including \$600 longevity

18. Employment of Substitute Nurse

Recommend the Board approve Clare Lasky as a substitute nurse on an as needed basis at the rate of \$150/day to be appropriated from GAAP Account # 11-000-213-100-00-03-04. Mrs. Lasky's Criminal History approval is on file with the Freehold Township school district.

19. Special Education ESY Bus Drivers

Recommend the Board approve the following bus driver for the Special Education ESY program from 7/9/12 - 8/16/12 to be appropriated from GAAP Account 11-204-100-106-00-01-04.

Name	Position	Rate
Barbara Biddle	Bus driver	\$20

20. Special Education ESY Teachers

Recommend the Board approve the following staff for the Special Education ESY program from 7/9/12 - 8/16/12 to be appropriated from GAAP Account 11-204-100-101-00-02-04.

Name	Position	Rate
Andrea Iglesias	SubstituteTeacher	As needed @\$30/hr
Vicki Warnock	Substitute Nurse	As needed @\$30/hr
Shafqat Shaikh	Substitute Nurse	As needed @\$30/hr
Amy Marsh	Substitute Nurse	As needed @\$30/hr
Francine Fugaro	Substitute Nurse	As needed @\$30/hr
Sue Scalgione	Substitute Nurse	As needed @\$30/hr
Ginnie Vota	Nurse	4 hrs/day 5 days/wk 39 days @\$30/hr
Annette Gianatiempo	Teacher	5 hrs/day 4 days/wk 24 days @\$30/hr
Jessica Vogt (previously approved as 1:1 assistant at 5/21 BOE meeting)	Teacher	5 hrs/day 4 days/wk 24 days @\$30/hr

21. Special Education ESY Teacher Assistants

Recommend the Board approve the following teacher assistants for the Special Education ESY program from 7/9/12 - 8/16/12 to be appropriated from GAAP Account 11-204-100-106-00-01-04.



GAAP Account: 11-130-100-101-07-00-09 not to exceed \$8,550

Alyssa Townsend  
Richard George  
Heather Elkin

Employment of Staff for 21st Century Community Learning Center Summer Academy

Recommend the Board approve the following anticipated staff for the 2012 Summer Academy Program beginning July 2, 2012 through July 27, 2012 for 4 hours per day at a rate of \$30 for certified staff and \$15 for noncertified staff to be appropriated as follows:

21st Century Community Learning Center Account 20-308-100-100-00-00-03 not to exceed: \$25,980

<i>First Name</i>	<i>Last Name</i>	<i>Position</i>	<i>Rate</i>
Sean	Blessing	Teacher	\$30/hour
John	Brovak	Teacher	\$30/hour
Diane	Dispenza	Teacher	\$30/hour
Susan	Gallagher	Teacher	\$30/hour
Josh	Goldberg	Teacher	\$30/hour
Eric	Gross	Teacher	\$30/hour
Julieth	Hoayeck	Teacher	\$30/hour
Charles	Latshaw	Teacher	\$30/hour
Chris	Naspo	Teacher	\$30/hour
Nicole	Sable	Teacher	\$30/hour
Brooke	Shaw	Teacher	\$30/hour
Julie	Snedden	Teacher	\$30/hour
Sheryl	Warrington	Teacher	\$30/hour
Account #	20-308-100-106-00-00-03		
Michele	Bangs	Clerical Aide	\$15/hour
Evelyn	Mendoza	Substitute Aide	\$15/hour

IDEA21 Account: 20-312-100-101-00-00-03: Not to exceed \$6,840

Barthel	Jason	Teacher	\$30/hour
Fetterly	Dawn	Teacher	\$30/hour
Account #	20-312-100-106-00-00-03		
Preston	Cathy	Aide	\$15/hour
Cruz	Ada	Aide	\$15/hour

26. Approval of Bus Driver for 21st Century Community Learning Center Summer Academy  
Recommend the Board approve Kay Ballad as bus driver for the 2012 Summer Academy Program beginning July 2, 2012 through July 27, 2012 at a rate of \$30 not to exceed \$1,800 to be appropriated from 21st Century Community Learning Center Account: 20-308-200-100-00-00-03.

K. NEW BUSINESS/ADDENDA

L. DISCUSSION ITEMS

M. COMMUNICATIONS FROM SCHOOL AND COMMUNITY GROUPS

N. PUBLIC COMMENTS

O. REPORTS FROM BOARD MEMBERS

P. EXECUTIVE SESSION

WHEREAS, the Sen. Byron M. Baer Open Public meetings Act, N.J.S.A. 10:4-6 et seq., (the "Act") provides that the Freehold Borough Board of Education may hold an "Executive Session" from which the public is excluded to discuss matters that are confidential or are one of the nine (9) subject matters listed Section 12(b) of the Act; and

WHEREAS, it is recommended by the Business Administrator that the Freehold Borough Board of Education go into Executive Session on June 11, at \_\_\_\_\_ to discuss matters that are permissible for discussion in Executive Session; and

WHEREAS, the length of the Executive Session is estimated to be \_\_\_\_\_ minutes after which the public meeting of the Board shall reconvene and proceed with business; and

WHEREAS, that the Board hereby declares that its discussion of the following subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

NOW, THEREFORE, BE IT RESOLVED by the Freehold Borough Board of Education that the Board shall go into Executive Session to discuss the following items:

1. Confidential Matters – Legal Proceedings
2. Confidential Matters – Personnel – Nonrenewal of Staff

ITEMS DISCUSSED IN EXECUTIVE SESSION WILL NOT RESULT IN BOARD ACTION WHEN THE BOARD RECONVENES TO PUBLIC SESSION.

Q. ADJOURNMENT