

**FREEHOLD BOROUGH BOARD OF EDUCATION
AGENDA FOR THE ANNUAL BUSINESS MEETING FOR FY13
TO BE HELD MONDAY, APRIL 30, 2012 AT 7:00 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. EXECUTIVE SESSION I

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 April 30, 2012 at _____ to discuss matters that are permissible for discussion in Executive Session; and

WHEREAS, the length of the Executive Session is estimated to be five (5) 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 – Pupil Residency
2. Confidential Matters – Personnel

ITEMS DISCUSSED IN EXECUTIVE SESSION WILL RESULT IN BOARD ACTION WHEN THE BOARD RECONVENES TO PUBLIC SESSION.

D. APPROVAL OF MINUTES

1. Recommend the Board approve the release to the public of the minutes of the Board Action Meeting Agenda held on April 16, 2012.
2. Recommend the Board approve the release to the public of the executive minutes of the Board Action Meeting Agenda held on April 16, 2012 at a time when the public’s interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.
3. Recommend the Board approve the release to the public of the minutes of the Board Action Meeting Agenda held on April 23, 2012.
4. Recommend the Board approve the release to the public of the executive minutes of the Board Action Meeting Agenda held on April 23, 2012 at a time when the public’s interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.
5. Release of Executive Session Minutes
Recommend the Board approve the release to the public of Executive Session minutes as follows:

January 9, 2012	April 26, 2011
November 21, 2011	April 11, 2011
November 7, 2011	March 28, 2011
July 18, 2011	March 14, 2011
June 20, 2011	January 10, 2011
June 6, 2011	November 22, 2010
May 23, 2011	November 8, 2011
May 9, 2011	October 12, 2010

E. PUBLIC COMMENTS ON AGENDA ITEMS ONLY

F. SUPERINTENDENT’S/BOARD SECRETARY’S REPORT

1. Regional Achievement Centers Update – Mrs. Elizabeth O’Connell
2. HIB Report – Mrs. Elizabeth O’Connell
3. Calendar/Announcements – Mrs. Elizabeth O’Connell

G. INSTRUCTION

H. PUPILS

1. Removal of Students Not Domiciled in the District
Recommend the Board approve the Superintendent's application pursuant to N.J.S.A. 18A:38-1 for the removal of the students whose names are on file in the office of the Board Secretary and in the hands of each Board member based upon the students not being domiciled in the District or otherwise entitled to a free public education in the Freehold Borough Public Schools.
2. 2nd Reading of Policy # 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
Recommend the Board approve 2nd Reading of Policy # 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries, as presented.
3. 2nd Reading of Regulation # 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
Recommend the Board approve 2nd Reading of Regulation # 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries, as presented.
4. Out of District Tuition
Recommend the Board approve \$1,800 tuition for out of district placement for the remainder of the 2011-2012 school year at M-OESC Virtual School for SID # 8484781788 to be appropriated GAAP Account #11-000-100-561-00-00-04. Placement was approved at the 4/16/12 BOE meeting.

I. ADMINISTRATION

1. Excellent Educators for New Jersey (EE4NJ) – Teacher Effectiveness Evaluation System Grant
Recommend the Board approve submission of the application for the EE4NJ – Cohort 2B Grant (#12-AY01-A01) for the period of 7/15/12 – 9/30/13 in the amount of \$61,800.00.

J. ANNUAL BUSINESS RESOLUTIONS FOR FY13

1. Implementation of the 2012-2013 Budget
Recommend the Board authorize the Superintendent and the Business Administrator/Board Secretary to implement the 2012-2013 budget pursuant to local and state policies.
2. Requisition of School Tax Levy Schedule

BE IT RESOLVED, that the Freehold Borough Board of Education approve the following Requisition of School Tax Levy Schedule for the annual operating budget for the 2012-2013 school year:

July 9, 2011	January 9, 2012
August 9, 2011	February 11, 2012
September 10, 2011	March 11, 2012
October 9, 2011	April 9, 2012
November 9, 2011	May 9, 2012
December 10, 2011	June 10, 2012

3. District Table of Organization – 2012-2013

BE IT RESOLVED, that the Board the District Table of Organization for the 2012-2013 school year.

4. Open Public Meetings Act – Establish Meeting Dates, Time and Place

BE IT RESOLVED, that the Freehold Borough Board of Education, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held in the Gymnasium or Cafetorium of the Park Avenue Complex, 280 Park Avenue, Freehold, New Jersey 07728, at 7:00 p.m., as set forth below unless indicated otherwise:

Each meeting will be a Committee of the Whole/Regular Public Meeting to transact business of the school district. Action will be taken.

BE IT FURTHER RESOLVED, that the Board of Education does hereby designate the *Asbury Park Press* and *News Transcript* as official newspapers to receive notices of meetings, and

BE IT FURTHER RESOLVED, that notices of meetings of the Board of Education will be posted at the entrances of each district building, posted on the District website and filed with the Freehold Borough Clerk, and

BE IT FURTHER RESOLVED, that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made, and

BE IT FURTHER RESOLVED, that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.

- The presentation shall be as brief as possible but no more than three (3) minutes per individual.
- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

BE IT FURTHER RESOLVED, that the Board of Education will meet on the following dates:

Monday, May 7, 2012 (6:30 pm)	Monday, December 10, 2012
Monday, May 21, 2012	Thursday, January 3, 2013 (Reorg)
Monday, June 11, 2012	Monday, January 28, 2013 (FLC)
Monday, June 25, 2012	Monday, February 11, 2013 (Budget Workshop)
Monday, July 16, 2012 (FLC)	Monday, February 25, 2013 (Preliminary Budget)
Monday, August 13, 2012 (6:00 pm)	Monday, March 11, 2013
Monday, August 27, 2012	Monday, March 25, 2013 (Public Hearing)
Monday, September 10, 2012	Monday, April 8, 2013
Monday, September 24, 2012	Monday, April 22, 2013
Tuesday, October 9, 2012	Monday, May 13, 2013
Monday, October 22, 2012 (FLC)	Tuesday, May 28, 2013
Monday, November 5, 2012	Monday, June 10, 2013
Monday, November 19, 2012	Monday, June 24, 2013

5. Adoption of Official Newspaper

BE IT RESOLVED, that the Board authorize the *Asbury Park Press* and the *News Transcript* be adopted as the official newspapers to be used for the advertisement of meetings and legal ads and all other necessary public notifications for the 2012-2013 school year.

6. Parliamentary Procedures

BE IT RESOLVED, that the Board adopt *Roberts Rules of Order* as the official parliamentary procedure manual to be used to conduct meetings and appoint board secretary and board attorney to act as the parliamentarians for the 2012-2013 school year.

7. Approval of Depositories

BE IT RESOLVED, that the below listed Financial Institutions, Fund and Corporation be designated as approved depositories for the Freehold Borough Board of Education funds and that the Financial Institutions be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes:

Bank of America	Wachovia/Wells Fargo Bank Corporation
Chase Bank	Capital One Bank
Provident Bank	Amboy Bank
Fidelity Investments	TD Bank
New Jersey Cash Management	

BE IT FURTHER RESOLVED, that the Board Secretary be authorized to wire transfer Board of Education funds between Board of Education accounts only, and

BE IT FURTHER RESOLVED, that the Board Secretary be authorized to enter into agreements with the State to allow the State to initiate credit entries to Board of Education accounts in its depositories by automatic deposit when appropriate, and

BE IT FURTHER RESOLVED, that any and all endorsements for on behalf of the Board of Education upon checks, drafts, notes or instruments for deposit or collection made may be written or stamped endorsements of the Board of Education without any designation of the person making such endorsements, and

BE IT FURTHER RESOLVED, that the Board Secretary be authorized on behalf of the Board of Education to change existing account types and establish new Statement Savings, NOW, Special Checking and/or Money Market Investment Accounts in any one or all of the above depositories when in the best interest of the Board of Education, and

BE IT FURTHER RESOLVED, that any funds on deposit in Board of Education accounts be subject to withdrawal at any time upon presentation of warrants, checks, notes, bonds, bond coupons or other instruments or orders for the payment of money when signed, live or facsimile, and

BE IT FURTHER RESOLVED, that the Board Secretary is hereby authorized to deliver, upon demand, specimen facsimile signatures of required authorities to the above approved depositories, and

BE IT FURTHER RESOLVED, that the Board Secretary be hereby authorized on behalf of the Board of Education to:

- a) Withdraw from depositories and give receipt for, or authorize depositories to deliver to bearer or to any person designated by the Board Secretary, all or any documents and securities or other property held by the depositories for any purpose, and
- b) Authorize the depositories to purchase or sell CDs, Repurchase Agreements and other securities, and
- c) Execute and deliver all instruments required by the depositories in connection with any of the foregoing resolutions and affix thereto the seal of the Board of Education.

8. Authorized Signatures

BE IT RESOLVED, that the Board authorize the following signatures for money market, checking and savings accounts:

Custodian Account

All of the following persons:

	1. Board President (Facsimile)
	2. Board Secretary (Facsimile)
	3. Treasurer of School Monies (Facsimile)
Payroll Agency Account	Treasurer or Board Secretary (Facsimile)
Payroll Account	Treasurer or Board Secretary (Facsimile)
Unemployment Compensation Trust	Board Secretary Only
Gerri Mount Scholarship Fund	Board Secretary Only
Audrey Cordero Scholarship Fund	Board Secretary Only
2001 Referendum Account	Board Secretary Only
FIS Athletic Activities Account	FIS Principal Only
FIS Student Activities Account	FIS Principal Only
FLC Student Activities Account	FLC Principal Only
PAE Student Activities Account	PAE Principal Only

9. Board Policies/Regulations

BE IT RESOLVED, that the Board approve the adoption of all existing Board Policies and Regulations.

10. Appointments

BE IT RESOLVED, that the Board approve the following appointments for the 2012-2013 School Year:

Board Secretary	Patrick S. DeGeorge
Treasurer of School Monies	Bruce Rodman (\$7,486 annually)
School Physician	Dr. Mary Yee (\$7,000 annually)
Affirmative Action Officer for District & Curriculum	Joy Forrest
504 Officer	Joy Forrest
Right to Know Contact Person	Joseph Bilotti
Public Agency Compliance Officer	Patrick S. DeGeorge
Affirmative Action Officer for Contracts	Patrick S. DeGeorge
Integrated Pest Management Coordinator	Joseph Bilotti
AHERA Coordinator	Joseph Bilotti
Chemical Hygiene Officer	Joseph Bilotti
Asbestos Management Officer	Joseph Bilotti
Indoor Air Quality Designee	Joseph Bilotti
Safety and Health Designee	Joseph Bilotti
Substance Awareness Coordinators	Heather Elkins Kelly Korz

11. Representative Requesting Grant Funding

BE IT RESOLVED, that that the Board approve the Superintendent of Schools as the representative permitted to request federal and state grant funding for the 2012-2013 school year.

12. School Funds Investor

BE IT RESOLVED, that the Board designate Mr. Patrick S. DeGeorge, Business Administrator/Board Secretary as the School Funds Investor.

13. Line Item Transfers

BE IT RESOLVED, that the Superintendent be authorized to approve line item budget transfers between regular board meetings subject to board ratification for the 2012-2013 school year.

14. Uniform Minimum Chart of Accounts

BE IT RESOLVED, that the Board adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2012-2013 School Year.

15. Amend Appendix 1 of the 403(b) Tax Sheltered Annuity Plan Document

Recommend the Board approve the amendment to Appendix 1 of the 403(b) Tax Sheltered Annuity Plan Document to reflect the addition of New York Life Insurance and Annuity Corporation as a vendor authorized to receive ongoing contributions. Service Provider Agreements and Information Sharing Agreements are to be executed to effectuate the terms of this resolution.

16. Tax Shelter Annuity Companies

BE IT RESOLVED, that the Board approve the following companies to provide Tax Shelter Annuity salary reduction agreements for the 2012-2013 school year. (Information sharing agreements are on file in the Business Office.)

AXA Equitable	Great American Life Insurance Co.
Ameriprise/IDS Financial Services	Security Benefit Life Insurance Co.
Lincoln National Life	Legend Employee Benefit Account
Siracusa Benefits Program	AIG/Variable Annuity Life Insurance Co.
New York Life Ins. & Annuity Corp.	

17. Petty Cash Accounts

BE IT RESOLVED, that the Board approve the following petty cash accounts for the 2012-2013 School Year:

<u>School/Department</u>	<u>Responsible Party</u>	<u>Amount</u>
Business Office	Patrick S. DeGeorge	\$300
Freehold Intermediate School	Joseph Jerabek	\$100
Freehold Learning Center	Ronnie Dougherty	\$100
Park Avenue Elementary	Joseph Jerabek	\$100

18. 2012-2013 Curriculum Adoption Schedule

BE IT RESOLVED, that the Board readopt the District Program of Studies, curriculum, proficiencies, and standards currently in use and approve the District Curriculum Adoption Schedule for the 2012-2013 School Year:

<u>Core Content Standard</u>	<u>Date Reviewed/Adopted</u>
Visual and Performing Arts	2009-2010
Comprehensive Health	2009-2010
Comprehensive Physical Education	2009-2010
Mathematics (K-2)	2010-2011
Mathematics (3-5)	2008-2009 (Under Revision)
Mathematics (6-8)	2008-2009
Science	2010-2011
Social Studies	2010-2011
English Language Arts	2010-2011
Humanities	2009-2010
World Language	2009-2010
21 st Century Life and Careers	2009-2010
Educational Technology	2009-2010
Early Childhood (Tools of the Mind)	2009-2010

Note: All curriculum revision is ongoing to align with the Common Core State Standards.

19. Professional Services – General Counsel, Board Attorney

Recommend the Board approve the following professional services resolution:

RESOLUTION AUTHORIZING AN AGREEMENT FOR
GENERAL COUNSEL, BOARD ATTORNEY SERVICES
ADOPTED BY THE FREEHOLD BOROUGH BOARD OF EDUCATION
IN THE COUNTY OF MONMOUTH

WHEREAS, there exists a need for general counsel services, for the 2012-2013 school year; and

WHEREAS, such general counsel services can be provided only by a legal firm, and the firm of CLEARY, GIACOBBE, ALFIERI, JACOBS, LLC of 7 James Street, Florham Park, NJ is so recognized; and

WHEREAS, funds are or will be available for this purpose and appropriated from GAAP Accounts 11-000-230-331-00-00-09 and 11-000-230-339-00-00-09; and

WHEREAS, this action is the award of a non-fair and open contract in accordance with N.J.S.A. 19:44A-20.5.

NOW, THEREFORE BE IT RESOLVED, BY THE FREEHOLD BOROUGH BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

1. The firm of CLEARY, GIACOBBE, ALFIERI, JACOBS, LLC of 7 James Street, Florham Park, NJ is hereby retained to provide general counsel services.
2. The contract is awarded without competitive bidding as a “Professional Service” in accordance with the Public School Contract Law, N.J.S.A. 18A:18(A)(a)(1), because it is for services performed by persons authorized by law to practice as recognized profession.
3. The Board authorizes Matthew J. Giacobbe, Esq., of the firm CLEARY, GIACOBBE, ALFIERI, JACOBS, LLC of 7 James Street, Florham Park, NJ to provide general counsel services at a rate of \$145.00 per hour for partners and \$135 per hour for associates.
4. A copy of this resolution along with the engagement letter and contract shall be placed on file with the Secretary of the Board.

20. Professional Services - Special Education Counsel

Recommend the Board approve the following professional services resolution:

RESOLUTION AUTHORIZING AN AGREEMENT FOR
SPECIAL EDUCATION SPECIAL COUNSEL SERVICES
ADOPTED BY THE FREEHOLD BOROUGH BOARD OF EDUCATION
IN THE COUNTY OF MONMOUTH

WHEREAS, there exists a need for special education special counsel services, for the 2012-2013 school year; and

WHEREAS, such special education special counsel services can be provided only by a legal firm, and the firm of WILENTZ, GOLDMAN & SPITZER, P.A. of 90 Woodbridge Center Drive, Woodbridge, NJ is so recognized; and

WHEREAS, funds are or will be available for this purpose and appropriated from GAAP Account 11-000-230-331-00-00-09; and

WHEREAS, this action is the award of a non-fair and open contract in accordance with N.J.S.A. 19:44A-20.5.

NOW, THEREFORE BE IT RESOLVED, BY THE FREEHOLD BOROUGH BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

1. The firm of WILENTZ, GOLDMAN & SPITZER, P.A. of 90 Woodbridge Center Drive, Woodbridge, NJ is hereby retained to provide special education special counsel services.

2. The contract is awarded without competitive bidding as a “Professional Service” in accordance with the Public School Contract Law, N.J.S.A. 18A:18(A)(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.
3. The Board authorizes Viola S. Lordi, Esq., of the firm WILENTZ, GOLDMAN & SPITZER, P.A. OF 90 Woodbridge Center Drive, Woodbridge, NJ to provide special education special counsel services at a rate of \$175.00 per hour and an hourly rate of \$150.00 for the services of the Firm’s associates, plus reimbursable costs.
4. A copy of this resolution along with the engagement letter and contract shall be placed on file with the Secretary of the Board.

21. Professional Services – Bond Counsel

Recommend the Board approve the following professional services resolution:

RESOLUTION AUTHORIZING AN AGREEMENT FOR
BOND COUNSEL SERVICES
ADOPTED BY THE FREEHOLD BOROUGH BOARD OF EDUCATION
IN THE COUNTY OF MONMOUTH

WHEREAS, there exists a need for a Bond Counsel for the 2012-2013 school year; and

WHEREAS, such Bond Counsel services can be provided only by a legal firm, and the firm of MCCARTER & ENGLISH, Newark, New Jersey is so recognized; and

WHEREAS, funds are or will be available for this purpose; and

WHEREAS, this action is the award of a non-fair and open contract in accordance with N.J.S.A. 19:44A-20.5.

NOW, THEREFORE BE IT RESOLVED, BY THE FREEHOLD BOROUGH BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

The Board authorizes Jackie Shanes of the firm MCCARTER & ENGLISH, Newark, New Jersey to provide bond counsel services.

22. Professional Services - Auditing

Recommend the Board approve the following professional services resolution:

RESOLUTION AUTHORIZING AN AGREEMENT FOR
AUDITING SERVICES
ADOPTED BY THE FREEHOLD BOROUGH BOARD OF EDUCATION
IN THE COUNTY OF MONMOUTH

WHEREAS, there exists a need for auditing services and to hire an auditor, for the 2012-2013 school year; and

WHEREAS, such auditing services can be provided only by a licensed auditor and that Gerard Stankiewicz, CPA PSA of SAMUEL KLEIN and COMPANY, 36 West Main Street, Freehold, NJ 07728 is so recognized; and

WHEREAS, funds in the amount of \$31,339.00 are or will be available for this purpose and appropriated from GAAP Account 11-000-230-332-00-00-09; and

WHEREAS, this action is the award of a non-fair and open contract in accordance with N.J.S.A. 19:44A-20.5.

NOW, THEREFORE BE IT RESOLVED, BY THE FREEHOLD BOROUGH BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

1. The auditing firm of SAMUEL KLEIN AND COMPANY, 36 West Main Street, Freehold, NJ 07728 is hereby retained to provide auditing services necessary in conjunction with the engagement letter submitted on April 30, 2012.
2. The Board of Education appoints Gerard Stankiewicz, CPA PSA, partner of SAMUEL KLEIN AND COMPANY to serve in the capacity of auditor.
3. The contract is awarded without competitive bidding as a "Professional Service" in accordance with the Public School Contracts Law, NJSA 18A:18A(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.
4. The Board of Education is required to review the most recent peer review report prior to the engagement of the annual audit, and to acknowledge its review of the peer review report in the minutes that authorizes the engagement of the public school accountant.
5. The anticipated term of the contract is one (1) year.
6. Gerard Stankiewicz has completed and submitted a Business Entity Disclosure Certification.
7. A copy of the resolution as well as the contract shall be placed on file with the Secretary to the Board.

23. Professional Services – Architect of Record

Recommend the Board approve the following professional services resolution:

RESOLUTION AUTHORIZING AN AGREEMENT FOR
ARCHITECT OF RECORD SERVICES
ADOPTED BY THE FREEHOLD BOROUGH BOARD OF EDUCATION
IN THE COUNTY OF MONMOUTH

WHEREAS, there exists a need for an Architect of Record for the 2012-2013 school year; and

WHEREAS, such Architect of Record services can be provided only by a architectural firm, and the firm of FRAYTAK, VEISZ, HOPKINS, DUTHIE, PC of 1515 Lower Ferry Road, Trenton, NJ is so recognized; and

WHEREAS, funds are or will be available for this purpose and appropriated from GAAP Accounts 11-000-262-300-00-02-05; and

WHEREAS, this action is the award of a non-fair and open contract in accordance with N.J.S.A. 19:44A-20.5.

NOW, THEREFORE BE IT RESOLVED, BY THE FREEHOLD BOROUGH BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

The Board authorizes William D. Hopkins III and John J. Veisz of the firm FRAYTAK, VEISZ, HOPKINS, DUTHIE, PC of 1515 Lower Ferry Road, Trenton, NJ to provide architectural services.

24. Professional Services – District Policies and Procedures

Recommend the Board approve the following professional services resolution:

RESOLUTION AUTHORIZING AN AGREEMENT FOR
DISTRICT POLICIES AND PROCEDURES SERVICES
ADOPTED BY THE FREEHOLD BOROUGH BOARD OF EDUCATION
IN THE COUNTY OF MONMOUTH

WHEREAS, there exists a need for Board policies and procedures services for the 2012-2013 school year; and

WHEREAS, such services can be provided only by a policies and procedures firm, and the firm of STRAUSS ESMAY, ASSOCIATES, LLC of 1886 Hinds Road, Toms River, New Jersey is so recognized; and

WHEREAS, funds in the amount not to exceed \$3,990 are or will be available for this purpose and appropriated from GAAP Accounts 11-000-251-330-00-00-02; and

WHEREAS, this action is the award of a non-fair and open contract in accordance with N.J.S.A. 19:44A-20.5.

NOW, THEREFORE BE IT RESOLVED, BY THE FREEHOLD BOROUGH BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

The Board authorizes the firm STRAUSS ESMAY, ASSOCIATES, LLC of 1886 Hinds Road, Toms River, New Jersey to provide board policies and procedures services.

25. Professional Services – E-Rate

Recommend the Board approve the following professional services resolution:

RESOLUTION AUTHORIZING AN AGREEMENT FOR
E-RATE SERVICES
ADOPTED BY THE FREEHOLD BOROUGH BOARD OF EDUCATION
IN THE COUNTY OF MONMOUTH

WHEREAS, there exists a need for E-Rate services for the 2012-2013 school year; and

WHEREAS, such E-Rate services can be provided only by an E-Rate firm, and the firm of E-RATE EXCHANGE of 1204 James Street, Syracuse, New York is so recognized; and

WHEREAS, funds in the amount not to exceed \$6,750 are or will be available for this purpose and appropriated from GAAP Accounts 11-000-251-340-00-00-02; and

WHEREAS, this action is the award of a non-fair and open contract in accordance with N.J.S.A. 19:44A-20.5.

NOW, THEREFORE BE IT RESOLVED, BY THE FREEHOLD BOROUGH BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

The Board authorizes the firm E-RATE EXCHANGE of 1204 James Street, Syracuse, New York to E-Rate services.

26. Professional Services - Computer Software Maintenance

Recommend the Board approve the following professional services resolution:

RESOLUTION AUTHORIZING AN AGREEMENT FOR
COMPUTER SOFTWARE MAINTENANCE SERVICES
(ACCOUNTING, PAYROLL AND FIXED ASSETS)
ADOPTED BY THE FREEHOLD BOROUGH BOARD OF EDUCATION
IN THE COUNTY OF MONMOUTH

WHEREAS, the Freehold Borough Board of Education has a need for Computer Software Maintenance services for the 2012-2013 school year to assist the district

in daily usage of the EMAP budget, payroll, personnel and fixed asset software;
and

WHEREAS, it has been determined that the required services are specialized in nature, require expertise in the field of computers and the EMAP software, and is not reasonably possible to describe the required services with written bid specifications.

NOW, THEREFORE BE IT RESOLVED, BY THE FREEHOLD BOROUGH BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

The Freehold Borough Board of Education shall award a contract in the amount of \$12,754 for these services as a professional service to E-MAP SERVICES, INC., 22 Edie Drive, Marlboro, NJ 07746; and

BE IT FURTHER RESOLVED that the details of the computer software maintenance services and the costs will be covered by a mutually agreed upon contract filed in the Business Administrator/Board Secretary's Office.

27. Professional Services – Computer Network Maintenance

Recommend the Board approve the following professional service resolution:

RESOLUTION AUTHORIZING AN AGREEMENT FOR
COMPUTER NETWORK MAINTENANCE SERVICES
(DISTRICT NETWORK)

ADOPTED BY THE FREEHOLD BOROUGH BOARD OF EDUCATION
IN THE COUNTY OF MONMOUTH

WHEREAS, the Freehold Borough Board of Education has a need for Computer Network Maintenance, Administration, Security, Software Management, and Coding services for the 2012-2013 school year; and

WHEREAS, it has been determined that the required services are specialized in nature, require expertise in the field of computers and our unique district network.

NOW, THEREFORE BE IT RESOLVED, BY THE FREEHOLD BOROUGH BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

The Freehold Borough Board of Education shall award a contract in the amount of \$32,396.00 for these services as a professional service to KENVIN ASSOCIATES, 317 Ware Court, Bound Brook, NJ 08805; and

BE IT FURTHER RESOLVED that the details of the computer network maintenance services and the costs will be covered by a mutually agreed upon contract filed in the Business Administrator/Board Secretary's Office.

28. Food Service Management Company

Recommend the Board approve the following contract:

RESOLUTION AUTHORIZING A CONTRACT FOR A
FOOD SERVICE MANAGEMENT COMPANY
ADOPTED BY THE FREEHOLD BOROUGH BOARD OF EDUCATION
IN THE COUNTY OF MONMOUTH

WHEREAS, there exists a need for a Food Service Management Company (FSMC); and

WHEREAS, such services can be provided by POMPTONIAN FOOD SERVICE COMPANY, 3 Edison Place, Fairfield, NJ 07004 and;

WHEREAS, funds are or will be available for this purpose and appropriated from Fund 60,

NOW, THEREFORE BE IT RESOLVED, BY THE FREEHOLD BOROUGH BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

That the Board of Education approve the third addendum of the contract between POMPTONIAN FOOD SERVICE COMPANY, 3 Edison Place, Fairfield, NJ 07004 and the Freehold Borough School District for the 2011-2012 School Year as outlined in their proposal dated April 17, 2012.

The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of \$.0983 per reimbursable meal and meal equivalent to compensate the FSMC for administrative and management costs. This fee shall be billed monthly as a cost of operation. The LEA guarantees the payment of such costs and fee to the FSMC.

Total meals are calculated by adding reimbursable meal pattern meals (breakfast, lunch and after school snack meals) served and meal equivalents. The number of School Breakfast Program, After School Snack Program, and National School Lunch program meals served to the children shall be determined by actual count. Cash receipts, other than from Sales of National Lunch Program and School Breakfast Program meals and After School Snack Program meals served to the children, shall be divided by \$1.00 to arrive at an equivalent meal count.

The per meal administrative/management fee of \$.0983 will be multiplied by total meals.

The FSMC guarantees the LEA a no cost of operation for the LEA for school year 2012-2013.

29. Pomptonian Food Service – A La Carte Prices

That the Board of Education approve the Pomptonian Food Service a la carte prices for the 2012-2013 School Year as per the attached listing.

30. Appointment of District Certified Purchasing Agent

Recommend the Board approve the following resolution:

WHEREAS, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter; and

WHEREAS, 18A:18A-3 provides that contracts, awarded by the Qualified Purchasing Agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$36,000), may be awarded by the Qualified Purchasing Agent without advertising for bids when so authorized by board resolution; and

WHEREAS, 18A:18A-37c., provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$5,400), may be awarded by the Qualified Purchasing Agent without soliciting competitive quotations if so authorized by board resolution.

NOW, THEREFORE BE IT RESOLVED, that the Freehold Borough Board of Education, pursuant to the statutes cited above hereby appoints Patrick S. DeGeorge, as its duly authorized Qualified Purchasing Agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Freehold Borough Board of Education for the 2012-2013 school year; and

BE IT FURTHER RESOLVED that Patrick S. DeGeorge, is hereby authorized to award contracts on behalf of the Freehold Borough Board of Education that are in the aggregate less than 15% of the bid threshold (currently \$5,400) without soliciting competitive quotations; and

BE IT FURTHER RESOLVED that Patrick S. DeGeorge, is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Freehold Borough Board of Education when contracts in the aggregate exceed 15% of the bid threshold (currently \$5,400) but are less than the bid threshold of \$36,000.

31. State Contract Purchasing

Recommend the Board approve the following resolution:

RESOLUTION AUTHORIZING THE PROCUREMENT OF
GOODS AND SERVICES
THROUGH STATE AGENCY FOR THE 2012-2013 SCHOOL YEAR

WHEREAS, Title 18A:18A-10 provides that “A board of education, without advertising for bids, or after having rejected all bid obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property”; and

WHEREAS, the Freehold Borough Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts; and

WHEREAS, the Freehold Borough Board of Education desires to authorize its purchasing agent for the 2012-2013 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE BE IT RESOLVED that the Freehold Borough Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors that have State Contracts. The Purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contract Number utilized.

32. Monthly Expenses

BE IT RESOLVED, that the Board of Education approve the Business Administrator be granted the ability to pay any outstanding recurring expenses on months that Board Meetings are not held. (The bill list will be approved at the following Board meeting.)

It is further recommended by the Superintendent that the Board allow the Business Administrator/Board Secretary to allow individual purchases of up to \$3,000 of goods and services for the 2012-2013 school year.

33. Claims Auditor

BE IT RESOLVED, that the Business Administrator/Board Secretary be designated as the Board of Education’s Claims Auditor with authority, as provided by NJSA 18A:19-2 amended, to direct pre-payment of claims for Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the best interest of the Board to pay promptly.

34. Custodian of Records – Public Access to Records

Recommend the Board approve the following resolution:

WHEREAS, P.L. 2001, c.404 (C.47:1A-7), known as the Public Access Law, amends and supplements P.L. 1963, c.73, P.L. 1995, c.23 and P.L. 1998, c.17 regarding public access to government records; and

WHEREAS, the law designates that a person be designated as the custodian of a government record; and

WHEREAS, copies of permitted government records must be provided to persons upon written request and upon prepayment of fees prescribed by law or regulation; and

WHEREAS, except as otherwise provided by law or regulation, the fee assessed for the copying of a government record shall be \$.05 per page for letter sized pages and smaller, and \$.07 per page for legal sized pages and larger.

NOW, THEREFORE BE IT RESOLVED that the Board of Education appoints the Business Administrator/Board Secretary as the custodian of government records for the 2012-2013 school year; and

BE IT FURTHER RESOLVED, that the Freehold Borough School District approves the attached form for the use of any person, who requests access to a government record; and

BE IT FURTHER RESOLVED, that the fees should be reviewed and approved annually by the Board of Education.

35. Records Management

WHEREAS, Patrick S. DeGeorge is designated as the Custodian of Public Records for the Freehold Borough Board of Education, and

WHEREAS, in order to maintain required control of public records according to N.J.S.A 47:1A-1.1. and, to better meet the public agency provisions of the Open Public Records Act (OPRA),

NOW THEREFORE BE IT RESOLVED, that the Board approve DocuSafe Records Management to provide offsite records retention and management for the 2012-2013 school year at a total cost not to exceed \$3,000.00 to be appropriated to GAAP account 11-000-251-600-00-00-02.

36. Travel and Related Expense Reimbursement (2012-2013)

WHEREAS, the Freehold Borough Board of Education recognizes that members of the Board of Education and district staff 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 district; and

WHEREAS, N.J.A.C. 6A:23-B-1.1 et.seq. requires members of the Board of Education 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 these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular business travel only, an annual year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for staff members is exceeded in a given school year (July 1st through June 30th); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23-B-1.1 et.seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approval of the Board of Education out of district travel and reimbursement documents; now

THEREFORE, BE IT RESOLVED, that the Freehold Borough Board of Education approves all travel not in compliance with N.J.A.C. 6A:23-B-1.1 et.seq. as being necessary and unavoidable as noted on the Board of Education out of district travel and reimbursement documents; and

BE IT FURTHER RESOLVED, that the Freehold Borough Board of Education approves travel and related expense reimbursements for the 2012-2013 school year in accordance with N.J.A.C. 6A:23-B-1.2(b), to a maximum expenditure of \$155,625 for all members of the Board of Education and staff members.

37. Broker of Record

BE IT RESOLVED, that the Board approve Boynton & Boynton, 21 Cedar Avenue, Fair Haven, NJ 07704 to serve as the district insurance agent and to continue membership in the New Jersey School Boards Association Insurance Group and Monmouth-Ocean Counties Shared Services Insurance Fund (MOCSSIF), and authorize renewal of existing policies for the 2012-2013 school year.

38. Health Insurance Agent

BE IT RESOLVED, that the Board of Education approve Brown & Brown Benefit Advisors, 430 Mountain Avenue, Murray Hill, New Jersey 08530 to serve as the district health insurance agent for the 2012-2013 school year.

39. Long Term Disability Agent

BE IT RESOLVED, that the Board of Education approve The Standard, 100 Walnut Avenue, Suite 310, Clark, New Jersey 07066 to serve as the district long term disability agent for the 2012-2013 school year.

40. Doctrine of Necessity

Recommend the Board approve the following resolution:

WHEREAS, the School Ethics Act, N.J.S.A. 18A:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998) but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

WHEREAS, in keeping with the Legislative purpose as set forth in N.J.S.A. 18A:12-22(a) the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity.

NOW, THEREFORE BE IT RESOLVED that the School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that must invoke the Doctrine of Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and

BE IT FURTHER RESOLVED that Board of Education and Charter School Boards of Trustees that invoke the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for thirty (30) days and provide the Commission with a copy; and

BE IT FURTHER RESOLVED that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of School

Administrators, the New Jersey Association of School Business Officials and the New Jersey Education Association.

K. ROUTINE BUSINESS RESOLUTIONS

1. Payment of Bills – April 30, 2012

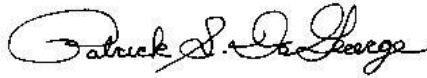
Recommend the Board approve the claims for goods received and services rendered and certified to be correct by the Business Administrator/Board Secretary as of April 30, 2012 as follows:

Fund 11 – General Current Expense	\$358,406.96
Fund 12 – Capital Outlay	0.00
Fund 20 – Grants and Entitlements	47,186.02
Fund 60 – Food Service	<u>20,717.43</u>
Total	\$426,310.41

2. S-1701 Reporting for March 2012

Board Secretary Report for March 2012

Pursuant to N.J.A.C. 6A:23-2.12(d), I do certify that as of March 31, 2012 no budgetary line item account has been over-expended in violation of N.J.S.A.18A:22-8 and 18A:22-8.1.



Patrick S. DeGeorge
Board Secretary

April 30, 2012

Date

Treasurer of School Funds Report for March 2012

The March 2012 Treasurer of School Funds Reports are in agreement with the March 2012 Reports of the Board Secretary for the 2011-2012 school year.



Patrick S. DeGeorge
Board Secretary

April 30, 2012

Date

It is recommended that the Board of Education, pursuant to N.J.A.C. 6A:20.10(e), certify that as of March 31, 2012 after review of the Board Secretary's monthly financial reports (appropriations section) and Treasurer's Report and upon consultation with appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C.6A:23-

2.12(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

3. Transfers

The Superintendent, at the request of the Board Secretary, recommends that the Board approve line item transfers for the 2011-2012 school year through March 31, 2012.

4. Manual Check Register – March 2012

Recommend the Board approve the *Manual Check Register* for March 2012 in the amount of \$154.32.

5. Payroll Agency Check Register – March 2012

Recommend the Board approve the *Payroll Agency Check Register* for March 2012 in the amount of \$1,222,799.19.

6. Compensation Trust Check Register – March 2012

Recommend the Board approve the *Compensation Trust Check Register* for March 2012 in the amount of \$0.

7. 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.

8. Agreement between the Freehold Township Board of Education And the Freehold Borough Board of Education

Whereas, the Freehold Borough Board of Education does not have adequate classroom space for four kindergarten classes and while the Freehold Township Board of Education can adequately provide such classroom space, and

Whereas, the school districts desire to coordinate efforts in order to provide Freehold Borough Board of Education with sufficient classroom space cafeteria space and related arts instruction, and

Now, therefore, in consideration of the mutual promises herein contained, the local boards of education agree as follows:

1. EFFECTIVE PERIOD

This agreement shall be effective as of July 1, 2012 and remain in force until June 30, 2013, unless sooner terminated as herein provided. This agreement may be terminated, by notice in writing given by either local education agency to the other, at least 60 days prior to the date of termination. The term of the agreement can be extended upon mutual agreement of the parties to a maximum of two additional years.

2. CLASSROOM SPACE CONSIDERATIONS

Freehold Township School District (the Township) shall provide Freehold Borough School District (the Borough) with four (4) standard classrooms in West Freehold Elementary School. In addition, the Township shall provide time in the kindergarten cafeteria for the Borough to hold a lunch period for the students.

The Township shall also provide related arts instruction to the students from the Borough occupying the classrooms in the West Freehold School. Related arts includes: foreign language, physical education, music, media instruction and fine arts.

The Township shall provide custodial and maintenance services to clean and maintain the classrooms used by the Borough.

The students of the Borough shall avail themselves of the West Freehold school nurse in cases of acute medical need. All other health related services will be the responsibility of the Borough.

The Township shall allow access to Borough staff to the West Freehold School as necessary to maintain the educational program and administrative services upon notification of the Borough. This includes days on which the Township School system is closed or has a modified schedule and the Borough has a regular school day.

The Township shall allow access to the parents of Borough students upon notification by the Borough.

Administrative duties, including student discipline and teacher evaluation, among others, shall be the responsibility of the Borough.

The Township shall provide office space for an office assistant from the Borough.

The school day for the Borough will be from 8:35 am to 3:00 pm.

3. TRANSPORTATION

The Township shall provide transportation to the students from the Borough who attend the West Freehold School. The Borough agrees to have the students available for pick up at Park Avenue School, Park Avenue, Freehold at a mutually agreed time. The Township shall drop off the children at the Park Avenue School at the end of the school day.

In addition, the Township agrees to provide transportation to the students to return to Freehold Borough Schools for assemblies and other events during the school day with advance notice from the Borough.

4. PAYMENT

Freehold Borough Board of Education shall pay Freehold Township Board of Education \$53,000 for the use of the classrooms, cafeteria related instructional services and custodial services. Payment shall be in 10 equal monthly payments of \$ 5,300 beginning September 1, 2012. Additional costs for custodial services on days on which the Township is closed or on altered schedule and the Borough is on a regular day will be billed on an “at cost” basis. Payment will be due upon receipt of invoice.

Freehold Borough Board of Education shall pay Freehold Township Board of Education \$22,000 for daily transportation services. Payment shall be in 10 equal monthly payments of \$ 2,200 beginning September 1, 2012. The Township will bill the Borough \$60 per bus for each extraordinary trip. Payment will be due upon receipt of invoice.

5. DISPUTE RESOLUTION:

In the event a dispute shall arise between the parties concerning this Agreement, the respective Business Administrator of each district shall be notified immediately. Thereafter, at a time which is mutually convenient to both parties, the Business Administrators shall meet and attempt to resolve the dispute. If the dispute cannot be resolved between the Business Administrators, the same shall be reported to the Superintendents of each school and the respective Boards of Education. If, after communication between the Boards of Education, the matter remains unresolved, the dispute, in accordance with N.J.S.A. 18A:18A-14 shall be referred to the Monmouth County Executive Superintendent of Schools for resolution. The resolution determined by the County Superintendent will be binding, subject to the appeal to the Commissioner of Education and the State Board of Education.

IN WITNESS THEREOF, the signing parties hereto have been authorized to execute this Agreement on behalf of their respective Boards of Education as of the date indicated.

6. HOLD HARMLESS

The Freehold Borough Board of Education agrees to hold the Freehold Township Board of Education harmless with respect to any and all claims, liability, loss and expenses including reasonable costs, and attorney’s fees, arising out of the acts or omissions of the indemnifying party, it’s agents or employees in the fulfillment of it’s obligations of this agreement.

7. INSURANCE

The Freehold Borough Board of Education shall procure and maintain at its own expense a Commercial General Liability Coverage including product/completed operations liability in the amount of \$1,000,000 Each

Occurrence /\$2,000,000 General Aggregate, \$2,000,000 Products/Completed Operation Aggregate. Coverage is to be written on a Bodily Injury, Property Damage and Personal Injury/Advertising Liability Combined Single Limit and a \$5,000 Medical Expense Limit (any one person). Further the policy shall include: Broad Form Contractual Liability Coverage; an "Aggregate per project/Aggregate per location" Endorsement(s); no exclusions regarding: Sexual Molestation or Abuse; athletic participation; employee related practices.

Then Freehold Borough Board of Education shall procure and maintain at its own expense a Commercial Automobile Liability Policy at limits of \$1,000,000 Bodily Injury & Property Damage per Accident. Coverage shall be written on a "symbol 1" basis covering Owned, Non-Owned and Hire Car exposures. Underinsured/Uninsured Motorist Coverage at a \$1,000,000 Limit shall also be included.

The Freehold Borough Board of Education shall procure and maintain Workers Compensation Insurance, including full coverage for employees and all subcontractors as required by statute. The Employers Liability Limits shall be \$1,000,000 Bodily Injury by Accident each accident; \$1,000,000 Bodily Injury by Disease each employee; \$1,000,000 Bodily Injury by Disease Aggregate Limit.

A Certificate of Insurance from an insurance company authorized to do business in the State of New Jersey and with an AM Best Rating of A- or better indicating these amounts shall be provided. The Freehold Township Board of Education, its employees, agents and assigns shall be named an "Additional Insured" on the Commercial General Liability Policy, Commercial Automobile Liability Policy and the Umbrella Excess Liability Policy. The Certificate of Insurance shall contain a thirty day cancellation and/or modification clause with requirements of a written notice to the Freehold Township Board of Education. . The Certificate of Insurance shall be accompanied by the policy(s) Endorsement(s) granting the "Additional Insured" Status.

There shall also be Umbrella Excess Liability Coverage at limits of \$4,000,000 Each Occurrence/\$4,000,000 Aggregate with a total of \$5,000,000 in coverage. This Coverage shall be at least as broad as the Primary Coverages and "Follow Form" on "Additional Insured" status.

9. 21st Century Community Learning Center Continuation Grant Application
Recommend the Board approve authorization to submit an application for the 21st Century Community Learning Center Continuation Grant for 2012-2013 in the amount of \$535,000.

10. Grant Award – 21st Century Community learning Center IDEA Supplemental Funding

Recommend the Board accept the allocation of supplemental funding for the 21st Century Community Learning Center Continuation Grant, agreement number 12E00015, in the amount of \$39,840 in IDEA funds.

11. Anti-Bullying Bill of Rights Funding

The Freehold Borough Board of Education certifies that permission has been granted to apply for funds to support implementation of the *Anti-Bullying Bill of Rights Act* for the purposes described in the application, in the amount of \$34,745 starting on July 1, 2011, and ending on June 30, 2012.

12. Technical Specification – Capital Projects

Recommend the Board approve Brinkerhoff Environmental Services, Inc., with offices at 1805 Atlantic Avenue, Manasquan, New Jersey to create technical specifications for the removal of hazardous materials in connection with the removal of the cafetorium floor at the Freehold Learning Center, as well as the removal of VAT and VCT flooring at the Park Avenue Complex at a cost not to exceed \$2,500 to be appropriated from GAAP Account 11-000-261-420-00-00-05.

13. State Contract Purchase -- iPads

Recommend the Board approve the purchase of four (4) Apple iPad2's with Wi-Fi, 16GB - White, for 1st Grade Classroom use (Title I PD Support) in the amount of \$399.00 each for a total cost not to exceed \$1596.00, from Apple Inc., on State Contract # A70259, to be appropriated from GAAP Account 20-231-200-600-00-04-70.

14. Future Problem Solvers

Recommend the Board approve Suzanne Peltzman as Coach to escort one (1) Freehold Intermediate School student to attend the 2012 Future Problem Solvers International Competition to held at Indiana University from June 7, 2012 through June 10, 2012. The stipend for the Coach is \$840 and is to be appropriated from GAAP Account 11-120-100-101-11-00-09.

L. PERSONNEL

1. Superintendent Salary 2011-2012

Recommend the Board approve the salary of Elizabeth J. O'Connell, Superintendent (PCN SUPT) for the 2012-2013 school year as stated in the related Contract for Employment at \$151,281 (a 3.5% increase from 2011-2012) to be appropriated from GAAP Account 11-000-230-100-00-00-01.

2. Resignation of Teacher Assistant

Recommend the Board accept with regret the resignation of Tara Picone, effective April 30th, 2012.

3. Approval of Long-Term Substitute

Recommend the Board approve Heather Woolford as a long-term substitute from May 16th, 2012 – June 15th, 2012, at a rate of \$80/day. Ms. Woolford’s Criminal History approval is on file in the Superintendent’s office. (Replacement for Kristina Seibuchler who will be on maternity/child care leave.)

4. Approval of Title III Translators

Recommend the Board approve the following Title III translators from April 2012 – June 2012, at a rate of \$30/hour, not to exceed \$750 total to be appropriated from GAAP Account 20-241-200-100-00-03-81.

<i>Last Name</i>	<i>First Name</i>	<i>Verbal</i>	<i>Written</i>
Fay	Anna	X	X
Hobbs	Kelly	X	
Santos	Rosana	X	
Montaner	Nilsa	X	

5. Approval of Extended School Year Supervisor

Recommend the Board approve William Smith as the Extended School Year Supervisor from July 2nd, 2012 – August 16th, 2012, at a stipend rate of \$5,000 to be appropriated from GAAP Account 11-204-100-101-00-02-04.

6. Reemployment of Certified Tenured Staff for the 2012-2013 School Year

Recommend the Board approve the reemployment of certified **tenured** staff for the 2012-2013 school year. 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>
ALEXANDER, JILL	MA+30-4	\$ 49,610	ATCH0002
ASCHENBACH, MARY	MA+30-18++	\$ 82,800	STCH0004
BASILE, SUSAN	MA-17+	\$ 74,280	STCH0013
BILICKI, LAUREN	BA-5	\$ 45,410	2NDT0005
BLESSING, SHAUN	BA-9	\$ 48,100	6THT0001
BOCIAN, KATHLEEN	BA-16	\$ 66,760	STCH0005
BRACHE, HEIDI	MA+30-12	\$ 57,780	STCH0030
BROVAK, JOHN	MA-11	\$ 53,265	GYMT0004
BUCHANAN, WENDY	BA-18	\$ 77,100	4THT0005
CALISE, REINA	BA-6	\$ 45,910	2NDT0004
CIRINO, CHRISTINE	BA-4	\$ 44,910	2NDT0001
CORSANO, TRACY	MA-10	\$ 51,605	5THT0006
CUNDARI, PATRICIA	MA-18++	\$ 80,450	3RDT0004
DESCH, PAULA	MA+30-18	\$ 81,800	8THT0002
DISPENZA, DIANE	MA-18++	\$ 80,450	5THT0002
DUKULY, YATTA	MA-11	\$ 53,265	STCH0025

EGAN, LAURA	MA-5	\$ 47,760	KIND0003
EARHART, PEGGY	MA-15+	\$ 65,440	5THT0005
FASANO, ANN MARIE	BA-6	\$ 45,910	7THT0003
FATTORUSSO, RINA	BA-18	\$ 77,100	BKIN0001
FEINTUCH, CORA	BA-18++	\$ 78,100	STCH0020
FETTERLY, DAWN	BA-5	\$ 45,410	4THT0004
FILIPEK, LAUREN	BA-16	\$ 66,760	PREK0004
FREIER, AMANDA	BA-5	\$ 45,410	2NDT0003
FURLONG, DENISE	MA+30-18	\$ 81,800	WLAN0003
GALLOWAY, MARY	MA-18++	\$ 80,450	1STT0001
GALLAGHER, SUSAN	BA-13	\$ 55,750	GYMT0003
GEORGE, RICHARD	MA-15	\$ 64,940	8THT00004
GERMANO, ANGELA	MA-8	\$ 49,500	7THT0001
GIAMBRONE, DANIELLE	BA-11	\$ 50,915	4THT0007
GIANATIEMPO, ANNETTE	MA-18++	\$ 80,450	STCH0001
GOLDBERG, JOSHUA	MA-8	\$ 49,500	5THT0001
GROSS, ERIC	BA-18	\$ 77,100	MUST0003
HARKER, NICOLINA	BA-6	\$ 45,910	3RDT0001
HAYNES, MICHAEL	MA-4	\$47,260	STCH0029
HENNESSY, SHARON	BA-14	\$ 58,920	3RDT0002
HOAYECK, JULIETH	BA-7	\$ 46,410	6THT0002
HOBBS, KELLY	MA-9	\$ 50,450	GUID0003
HUDZIK, MARK	MA-18+	\$ 79,950	STCH0017
HUREWITZ, ROBIN	MA-18++	\$ 80,450	ATCH0001
IGLESIAS, ANDREA	MA-18++	\$ 80,450	STCH0006
ILLES, MARY ANNE	BA-11	\$ 50,915	STCH0006
IPPOLITO, BRIGID	BA-10	\$ 49,255	STCH0009
ISAACS, ANGELA	BA-13	\$ 55,750	WLAN0001
JACOBSEN, SARAH	BA-7	\$ 46,410	STCH0010
JESSURUN, HEATHER	BA-5	\$ 45,410	GYMT0002
JOHNSON, DONNA	BA-10	\$ 49,255	STCH0021
JONES, JUANITA	MA-11	\$ 53,265	3RDT0005
KING, SCOT	MA+30-17+	\$ 76,630	8THT0005
KOERNER, MARIA	MA+30-18	\$ 81,800	B2ND0003
KOHLMANN, MARY J.	BA-18	\$ 77,100	ESLT0003
KNIGHT, EMILY	BA-9	\$ 48,100	GYMT0005
KRASOWSKI, STANLEY	BA-10	\$ 49,255	1STT0002
LAPINSKI, SANDRA	MA-18++	\$ 80,450	2NDT0002
LASOTA, JANAINA	BA-6	\$ 45,910	B1ST0002
LATSHAW, CHARLES	MA-16+	\$ 69,610	8THT0001
LAZARO, JILLIAN	BA-8	\$ 47,150	KIND0004

LIEBNER, RACHEL	MA-18	\$ 79,450	STCH0007
MANDELBAUM, RANDI	MA-11	\$ 53,265	KIND0002
MANGINO, EMILY	BA-6	\$ 45,910	7THT0004
MANN, LOIS	BA-13	\$ 55,750	KIND0005
MAYA, LINDA	MA-14	\$ 61,270	ESLT0002
MCCARTHY, LINDA	MA-18++	\$ 80,450	STCH0014
MCFADDEN, IRENE	MA-5	\$ 47,760	STCH0016
MCCMAHON, ANNEMARIE	MA-7	\$ 48,760	B1ST0001
MICHAL, JENNIFER	MA-10	\$ 51,605	6THT0004
MIKUCKI, HEATHER	MA-10	\$ 51,605	6THT0005
MILLER, LORETTA	BA-18++	\$ 78,100	1STT0003
MOORE-ASAY, DEBORAH	BA-18+	\$ 77,600	8THT0003
NASPO, CHRISTOPHER	MA+30-12	\$ 57,780	GYMT0001
NOESGES, MYRA	BA-15	\$ 62,590	4THT0006
ORTIZ, VICTOR	MA+30-18	\$ 81,800	PSYC0002
PALATIELLO, RHONDA	MA-16+	\$ 69,610	1STT0005
PELTZMAN, SUZANNE	MA-18+	\$ 79,950	5THT0004
PERSKI, NATASHA	MA-10	\$ 51,605	STCH0027
PROUTY, MICHELLE	MA-12	\$ 55,430	2NDT0006
REED, MICHAEL	BA-5	\$ 45,410	7THT0005
REISTROM, MEGHAN	MA-7	\$ 48,760	1STT0004
REYES-COTE, MAIDA	BA-10	\$ 49,255	B2ND0002
RICHMAN, SUSAN	MA-18++	\$ 80,450	ESLT0001
RIVERA, ADRIANA	BA-5	\$ 45,410	KIND0006
ROBINSON, ROBERT	BA-17+	\$ 71,930	PREK0005
SABEL, NICOLE	MA-5	\$ 47,760	ESLT0007
SATTEN, SANDRA	BA-10	\$ 49,255	STCH0034
SCALGIONE, SUSAN	BA-18	\$ 77,100	NRSE0002
SCANNIELLO, MARIA	BA-10	\$ 49,255	BKIN0002
SMITH, ELYSE	BA-14	\$ 58,920	STCH0003
SMITH, WILLIAM	MA-12	\$ 55,430	4THT0001
SNEDDEN, JULIE	MA-4	\$ 47,260	4THT0002
SPRACKLEN, PAT	BA-18	\$ 77,100	PREK0003
STEWART, CHRISTINE	MA-15	\$ 64,940	1STT0006
TOWNSEND, ALLYSSA	MA-14	\$ 61,270	7THT0002
TROY, ERIKA	MA-9	\$ 50,450	LTCH0001
VAZ, TRACIE	BA-8	\$ 47,150	ATCH0003
WAGER, KAREN	BA-12	\$ 53,080	ESLT0005
WARRINGTON, SHERYL	MA-18++	\$ 80,450	6THT0003
WASHBURNE, JUDITH	MA-18+	\$ 79,950	STCH0028
ZAREMBA, LAUREN	MA-5	\$ 47,760	STCH0002

7. Reemployment of Personnel for the 2012-2013 School Year

Recommend the Board approve the reemployment of the following certificated **non-tenured staff** for the 2012-2013 school year. Salary adjustments are effective as of and prorated from September 1, 2012 through January 31, 2013.

	<u>NAME</u>	<u>SALARY</u>	<u>STEP</u>	<u>PCR#</u>
**	BERNAZZOLI, KELLY	BA-9	\$ 48,100	NRSE0001
*	CASCIANO, SHARA	BA-4	\$ 44,910	STCH0011
*	CLEVELAND, CHERYL	BA-7	\$ 46,410	KIND0001
	ELKIN, HEATHER	MA-7	\$ 48,760	GUID0002
	GARRETT, CAROLINA	MA-7	\$ 48,760	WLAN0002
	GUERRERO, YALITZA	BA-4	\$ 44,910	STCH0026
*	HUANG, GRACE	BA-4	\$ 44,910	MUST0001
*	JAEGER, FAITH (60%)	MA+30-18	\$ 49,080	LDTC0002
	KLOTT, RACHEL	BA-5	\$ 45,410	MUST0002
	KEELEY, SHANNON	BA-7	\$ 46,410	STCH0019
	LAROCCA, COLLEEN	MA+30-13	\$ 60,450	TITLEI01
	MARESCA, NANCY	BA-6	\$ 45,910	STCH0023
*	MARX, ERIN	MA-5	\$ 47,760	SCWK0001
	MILES, NANCY	BA-7	\$ 46,410	STCH0024
*	MIRAULT, JOSEPH	MA-6	\$ 48,260	STCH0031
	MORRIS, KRISTIN	BA-4	\$ 44,910	STCH0018
*	O'ROURKE, ALLISON	MA-4	\$ 47,260	STCH0022
	PEREZ, JESSICA	BA-5	\$ 45,410	ESLT0004
	SAVINO, AMANDA	MA-4	\$ 47,260	PREK0002
	SCHMIDT, KARI	MA-8	\$ 49,500	GUID0001
	SENS-AZARA, MARY	MA-15	\$ 64,940	STCH0008
*	SEIBUCHLER, KRISTINA	BA-6	\$ 45,910	STCH0032
**	SVERAPA, ANDREA	BA-4	\$ 44,910	PREK0007
*	TARTER, BRIGID	MA+30-12	\$ 57,780	PSYC0001
*	URBANO, AMANDA	BA-4	\$ 44,910	3RDT0006
**	WOLFF, MARY	BA-6	\$ 45,910	PREK0001

* Tenure September 4th, 2012.

** Kelly Bernazolli - tenure December 1st, 2012

** Mary Woolf - tenure January 5th, 2013

** Andrea Sverapa - tenure March 23rd, 2013

8. Reemployment of Administrators

Recommend the Board approve the reemployment of the following administrators for the 2012-2013 school year.

Name	PCN #	Position	Base	MA+ 15	MA+ 30	Doctorate	Longevity	Total Salary
J. Jerabek	INTPRIN1	Principal - Park Avenue Elementary	\$121,775	\$0	\$0	\$0	\$0	\$121,775
R. Dougherty	PRIN0001	Principal – Freehold Learning Center	\$112,361	\$0	\$1000	\$0	\$1000	\$114,361
J. Forrest	DSPG0001	Director of Special Education	\$112,361	\$0	\$1000	\$0	\$0	\$113,361
R. Pepe	DCUR0001	Director of Curriculum	\$104,295	\$0	\$0	\$0	\$0	\$104,295
C..Zimmer	SUPVESL1	Supervisor of Instruct.	\$83,845		\$1000			\$ 84,845
S. Schubiger	SUTECH01	Supervisor of Tech.	\$83,845		\$1000			\$ 84,845
J.Donnelly	SUPINS01	Supervisor of Instruct.	\$83,845	\$500				\$ 84,345

9. Reemployment of Central Office Staff

Recommend the Board approve the reemployment of the following central office staff for the 2012-2013 school year: (12 month employees)

		Base	Longevity	Total Salary
C. Bryant	ACPB0001	\$52,889	\$1000	\$53,889
D. Galifi	SPES0002	\$52,863	\$500	\$53,363
D. Lucarelli	SSUP0001	\$69,388	\$1750	\$71,138
N. Montaner	SPES0001	\$52,959	\$1000	\$53,959
M. Pugliese	CURRSEC1	\$44,558	\$0	\$44,558
P. Saxton	ACCT0001	\$81,955	\$1000	\$82,955
G. Sverapa	DSEC0001	\$54,986	\$1750	\$56,736
S. Valenti	PYRL0001	\$42,436	\$500	\$42,936

10. Psychologist

Recommend the Board approve Despina Fassilis to conduct psychological evaluations on an as needed basis for the remainder of the 2011-2012 school year (not to exceed \$7500) to be appropriated from GAAP Account 11-000-219-320-00-00-04 (pending submission of certification and insurance).

11. Employment of Substitute Teachers with College Degrees

Recommend the Board approve the following substitute teachers with college degrees for the 2011-2012 school year, pending Criminal History approval.

Benjamin Ostner B.S., College of NJ (History/Special Education)
Arielle Weinstein B.A., College of NJ (Special Education/English)

M. NEW BUSINESS/ADDENDA

N. DISCUSSION ITEMS

1. World Language Program

O. COMMUNICATIONS FROM SCHOOL AND COMMUNITY GROUPS

P. PUBLIC COMMENTS

Q. REPORTS FROM BOARD MEMBERS

R. EXECUTIVE SESSION II

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 April 30, 2012 at _____ to discuss matters that are permissible for discussion in Executive Session; and

WHEREAS, the length of the Executive Session is estimated to be 30 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 – Personnel – Annual CSA Evaluation

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

S. ADJOURNMENT