

**FREEHOLD BOROUGH BOARD OF EDUCATION
AGENDA FOR THE PUBLIC BOARD ACTION MEETING
TO BE HELD MONDAY, DECEMBER 12th, 2011 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. APPROVAL OF MINUTES

1. Recommend the Board approve the release to the public of the minutes of the Board Action Meeting Agenda held on November 21st, 2011.
2. Recommend the Board approve the release to the public of the executive minutes of the Board Action Meeting Agenda held on November 21st, 2011 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. Presentation of the 2010-2011 Annual Audit – Samuel Klein and Company – Mr. Gerard Stankiewicz, CPA, RMA, PSA of Samuel Klein and Company will present an overview of the 2010-2011 year-end audit to the members of the Board of Education
2. New District Website Presentation – Mrs. Shauna Schubiger
3. 21st CCLC Program Student Outcomes – Mrs. Ronnie Dougherty
4. HIB Report – Mrs. Elizabeth O'Connell
5. Calendar/Announcements – Mrs. Elizabeth O'Connell
6. Board of Education Interviews

The members of the Board will publically interview the following candidates for appointment to fill the vacancy on the Board through the next reorganization meeting to be held in April 2013:

- Ms. Carolyn Carr
- Ms. Susan Greitz

Recess into Executive Session

The members of the Board will recess into executive session to discuss and deliberate.

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 December 12th, 2011 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. Discuss Candidates for Board Vacancy
2. Confidential Matters – Personnel
3. Student Matters if necessary

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

Resumption of Public Session

Nomination and Appointment of New Board Member

The Board President will call for nominations for appointment to fill the current vacancy on the Board of Education. When all nominations have been made, a member will move to close the nominations and the Board Member will be appointed by roll call vote.

Confirmation and Oath of Office

The Board Secretary will confirm the appointment and confer the Oath of Office upon the newly appointed Board Member:

Roll Call

<u>Board Members</u>	<u>Term Expires</u>
Dr. Michael Lichardi	2012
Mrs. Maureen MacCutcheon	2012
Mr. Ron Reich	2012
Mrs. Annette Jordan	2013
Mr. Thomas Parke	2013
TBD	2013
Mr. James Keelan	2014
Mr. Bruce Patrick	2014
Mr. Daniel Xavier	2014

New Jersey School Boards Code of Ethics

The Board Secretary will provide the new Board member with a copy of the Code of Ethics and ask the new member to sign an affidavit that he/she has received a copy of the code and will abide by it.

Personal and Financial Disclosure Form and Required Training

The Board Secretary will also briefly discuss the submission of the annual *Personal and Financial Disclosure Form* to be completed by the new member, as well as the training which he/she may be required to attend.

F. INSTRUCTION

G. PUPILS

1. Home Instruction

Recommend the Board approve Corey Cohen to provide 4 hours (2 hours of Math and 2 hours of Social Studies) of home instruction to SID # 20100834 at the rate of \$35/hr to be appropriated from GAAP Account 11-150-100-320-00-00-04.

2. Home Instruction

Recommend the Board approve Marissa Kreindler to provide 10 hours per week of home instruction to SID # 10210627 at the rate of \$35/hr to be appropriated from GAAP Account 11-150-100-320-00-00-04. This child is recuperating from a surgical procedure and has not been cleared to return to school. Follow up appointment with doctor is scheduled for 12/7/11.

H. ADMINISTRATION

1. NJ Quality Single Accountability Continuum (QSAC) Statement of Assurance

Recommend the Board approve NJ Quality Single Accountability Continuum (QSAC) Statement of Assurance – School Year 2011-2012, as presented.

I. BUSINESS

1. Acceptance of 2010-2011 Audit Report and Related Corrective Action Plan

BE IT RESOLVED, by the Freehold Borough Board of Education, that the Audit Report for the 2009-2010 school year prepared by Samuel Klein and Company dated December 1 2011, is accepted with no recommendations; and

BE IT FURTHER RESOLVED, that a copy of the audit is to be forwarded to the Monmouth County Executive County Superintendent, with any corrective actions to be taken with respect to the recommendations contained in the Audit Report as submitted

2. 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.

3. Payment of Bills – December 12, 2011

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 November 7, 2011 as follows:

Fund 11 – General Current Expense	\$471,834.73
Fund 12 – Capital Outlay	0.00
Fund 18 – Ed Jobs Fund	0.00
Fund 20 – Grants and Entitlements	57,144.18
Fund 60 – Food Service	<u>61,439.93</u>
Total	\$590,418.84

4. Transfer from Maintenance Reserve

WHEREAS, the Freehold Borough Board of Education has need of replacing three (3) existing exterior switched fixtures with three (3) CFL site lighting fixtures with photoelectric control; and, replacing one (1) existing exterior switched fixture with one (1) 52W LED Wall Pack lighting fixture with photoelectric control at the Freehold Learning, and

WHEREAS, the project is considered to be “required maintenance” as defined by Code, and

WHEREAS, the cost of that project is estimated to be \$1,925,

NOW THEREFORE, BE IT RESOLVED that the Freehold Borough Board of Education:

- Approve the project as described, and
- Authorize the appropriation of up to \$1,925 from the Maintenance Reserve to finance the project; and

- Authorize the Business Administrator to work with the Supervisor of Buildings and Grounds to complete this project in accordance with New Jersey Public Purchasing Law.

5. Award of Contract – Lighting Fixtures at FLC

Recommend the Board approve Maul Electric, Inc. with offices located in Dayton, New Jersey to replace three (3) existing exterior switched fixtures with three (3) CFL site lighting fixtures with photoelectric control; and, replace one (1) existing exterior switched fixture with one (1) 52W LED Wall Pack lighting fixture with photoelectric control at the Freehold Learning at a total cost not to exceed \$1,925 to be appropriated from GAAP account 11-000-261-421-00-00-05.

6. State Contract Purchase - CHIPRA

Recommend the Board approve the purchase of thirty (30) iPad 2's (including Apple Care Protection Plan), thirty (30) iPad2 protective cases, three (3) iPad 2 Learning Labs, one (1) MacBook Pro (including Apple Care Protection Plan), one (1) MacBook Pro protective cover, fifteen (15) Apple Digital AV Adapters and three (3) \$100.00 Apple Vouchers for educational APPS, for use by district students as part of the CHIRPA Year 2 incentive program, for a total cost not to exceed \$26,926.40 on N.J. State Contract # A70259, to be appropriated from GAAP Account 20-438-200-610-00-00-81.

7. Demographics Study

Recommend that the board appoint Whitehall Associates, Inc. to prepare a Demographic Study required for inclusion in the District's Long Range Facilities Plan at a cost not to exceed \$1,500 to be charged to GAAP account 11-000- 251-330-00-00-02.

8. 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 2011-2012 school year.

9. Amendment of NJSBAIG Bylaws

WHEREAS, the New Jersey School Boards Association Insurance Group (NJSBAIG) Board of Trustees approved proposed amendments to its Bylaws at a public meeting on October 19, 2011 in accordance with Article IX(C) of the current NJSBAIG Bylaws; and

WHEREAS, the current NJSBAIG Bylaws require the proposed amendments to be approved by member school districts; and

WHEREAS, seventy-five percent (3/4) of the member school districts must approve the proposed amendments within on hundred eighty (180) days of the hearing in the amendments;

NOW THEREFORE, BE IT RESOLVED that at a regular meeting of the Freehold Borough Board of Education held on the 12th day of December 2011, the Board does hereby approve the proposed amendments to the NJSBAIG Bylaws.

10. Use of Facilities

Recommend the Board approve the following facilities use requests:

- *New Jersey Youth Soccer Association* to use the PAC Gymnasium from 1:00 pm to 4:00 pm on Saturdays from January 21, 2012 through March 10, 2012 for the purpose of conducting soccer practice for players aged 8, 9 and 10 years. Pending receipt of proper certificates of insurance naming the Freehold Borough Board of Education as additional insured. Group is considered a district group and the \$75 fee for the use of the gymnasium will be waived. However, they will pay the custodial fees at the contractual rate of \$35 per hour.
- *Manalapan Nitro Soccer Team* to use the FLC Gymnasium from 6:30 pm to 8:00 pm on Thursdays from January 5, 2012 through March 8, 2012 for the purpose of conducting soccer practice. A proper certificate of insurance was obtained naming the Freehold Borough Board of Education as additional insured. Group will pay the \$75 fee for the use of the gymnasium, as well as custodial fees at the contractual rate of \$35 per hour.
- *Freehold Soccer League* to use the PAC and FLC Gymnasiums from 6:30 pm to 8:30 pm on Tuesdays and Thursdays at PAC and Wednesdays at FLC from January 10, 2012 through March 27, 2012 for the purpose of conducting soccer practice. A proper certificate of insurance was obtained naming the Freehold Borough Board of Education as additional insured. Group will pay the \$50 fee for the use of the gymnasium, as well as custodial fees at the contractual rate of \$35 per hour.

J. PERSONNEL

1. Employment of Teacher Assistant

Recommend the Board approve the employment of Christina Berg, PAE teacher assistant, for the remainder of the 2011-2012 school year, effective December 16th, 2011 at Step 9 \$23,599 (prorated) of Teacher Assistants Guide to be appropriated from GAAP account 20-250-100-106-00-00-04. Ms. Berg's criminal history approval is on file in the Superintendent's office. Ms. Berg holds a B.A. from Monmouth University and holds PreK-3 and Teacher of Students with Disabilities certification. (Replaces Pat DeFilippo who was transferred to FLC.)

2. Resignation of Clerical Assistant

Recommend the Board accept with regret the resignation of Mimi Cruz, effective January 3rd, 2012.

3. Employment of Clerical Assistant

Recommend the Board approve Antionette Giaimo as clerical assistant at West Freehold School, for the remainder of the 2011-2012 school year, effective December 16th, 2011, at Step 4 \$19,114 (prorated) of Teacher Assistants Guide to be charged to GAAP account 11-000-240-105-00-00-09. Mrs. Giaimo's criminal history approval is on file in the Superintendent's office. Mrs. Giaimo holds a B.A. from Kean University. (Replaces Mimi Cruz.)

4. Resignation of Teacher Assistant

Recommend the Board accept with regret the resignation of Jessica Herbert, effective January 12th, 2012.

5. Transfer of Teacher Assistant

Recommend the Board approve the transfer of the following teacher assistant, effective December 13th, 2011. (Replaces Diana Gomez who resigned on November 4th, 2011.)

Pat DeFilippo Transferred from PAE preschool to FLC Kindergarten

6. Maternity/Disability Leave

Recommend the Board approve maternity/disability leave for Debra Moore-Asay, effective December 15th, 2011 – January 27th, 2012, with pay and with benefits. (Using 25 sick days.)

7. Family Medical Leave Act

Recommend the Board approve family medical leave act for Debra Moore-Asay, effective January 30th, 2012 – April 27th, 2012, without pay and with benefits. (Using 12 weeks of FMLA.)

8. Long-Term Substitute Teacher

Recommend the Board approve Corey Cohen as a long-term substitute teacher, effective December 13th, 2011 – April 27th, 2011 at Step 3 – B.A. \$44,410 (prorated) of Teacher's Salary Guide (no benefits). Mr. Cohen's criminal history approval is on file in the Superintendent's office. Mr. Cohen holds a B.A in Liberal Arts from Thomas Edison State College and holds Elementary K-5, Elementary School Teacher with Math Specialization Grades 5-8 and Teacher of Students with Disabilities certifications. (Replaces Debra Moore-Asay - maternity leave.)

9. Data Team

Recommend the Board approve the following teachers who are working on the Data Team to be paid at a rate of \$30/hour, not to exceed 22 hours/each, for a total of \$2,000, appropriated from Title I GAAP account 20-231-200-100-00-09-03.

Diane Dispenza	FLC
Nancy Maresca	FIS
Reina Calise	PAE

10. FIS WEB Coach

Recommend the Board approve Jennifer Michal has the FIS WEB Coach for the 2011-2012 school year, at a stipend of \$500/year. (prorated for this year)

11. Approval of District Translators

Recommend the Board approve the following district translators for the 2011-2012 school year, at \$30/hour, not to exceed \$3,000, GAAP account 11-000-230-100-00-00-01, pending Criminal History Check.

<i>Last Name</i>	<i>First Name</i>	<i>Verbal</i>	<i>Written</i>
Piserchia	Sylvia	X	
Cartagena	Abigail	X	

12. Reading Plus Computer Program

Recommend the Board approve the following staff members for Professional Development for *Reading Plus Computer Program* afterschool training on Thursday, January 19, 2011 from 3:30pm-5:30pm, for two hours at a rate of \$30 for certified staff and \$15 for noncertified staff to be appropriated from Professional Development Funds GAAP Account 20-270-200-100-00-03. Part of Required PD for SINI Schools.

Cora Feintuch
Emily Mangino
Judith Washburne
Sharon Hennessey
Mark Hudzik
Reina Calise
Angela Germano
Robert Robinson
Christine Cirino
Angela Isaacs
Sandra Lapinski
MaryAnne Illes
Kathy Bocian
Yatta Dukuly
Rosano Santos
Paula Desch
Scot King
Nancy Miles
Nancy Maresca
MaryJane Kohlmann
Ada Cruz
Cathy Preston
Marissa Kreindler
Donna Johnson
Sheryl Warrington
Colleen LaRocca

13. Title I After-School Coordinator

Recommend the Board approve Vanessa Velazquez as Title I After-School Coordinator for the 2011-2012 school year, effective December 13th, 2011, at an hourly rate of \$30, not to exceed at total of \$6000. Ms. Velazquez's Criminal History approval is on file in the Superintendent's office. Account # 20-231-200-100-00-03-03.

14. Assistant Site Supervisor

Recommend the Board approve Brooke Shaw as 21st CCLC Assistant Site Supervisor for the 2011-2012 school year, 3 hours/day, at \$30/hour, pending Criminal History approval. Ms. Shaw holds a B.A. from Monmouth University in Elementary Education and Psychology. Account # 20-307-100-100-00-00-03.

15. ESL Transition Coach

Recommend the Board approve Denise Furlong as ESL Transition Coach for the 2011-2012 school year, effective December 13th, 2011, at an hourly rate of \$30, not to exceed 70 hours. Mrs. Furlong's Criminal History approval is on file in the Superintendent's office. Account # 20-241-200-100-00-02-81.

16. Special Programs Speech Services - REVISED

Recommend the Board approve Sharon Ignoscia to deliver speech services to district students as per their IEP for the 2011-2012 school year at the rate of \$65/hr not to exceed \$46,000 to be appropriated from GAAP Account number 11-000-216-320-00-04-04.

17. Substitute Board of Education Meeting Audio Technician

Recommend the Board approve Michael Sauser as substitute Board of Education Meeting Audio Technician for the 2011-2012 school year, effective December 12th, 2011, at a rate of \$30 per hour, not to exceed \$700 to be appropriated from GAAP Account 11-000-230-00-00-01.

18. Employment of Substitute Teacher with a College Degree

Recommend the Board approve the following substitute teacher with a college degree for the 2011-2012 school year, pending Criminal History Check.

Michael Peterson B.A., Montclair University (History)

19. Employment of Substitute Nurses with College Degrees

Recommend the Board approve the following substitute nurses with college degrees for the 2011-2012 school year. Ms. Marsh and Ms. Fugaro's Criminal History approvals are on file in the Superintendent's office.

Francine Fugaro B.S.N., Seton Hall University (Nursing)
Amy Marsh B.S.N., NJ City University (Nursing)

20. Employment of Substitute Teacher without a College Degree

Recommend the Board approve the following substitute teacher without a college degree for the 2011-2012 school year. Ms. Davis's Criminal History approval is on file in the Superintendent's office.

Joanna Davis 60 credits, Kingsborough Community College (Secretarial)

21. Employment of Substitute Teacher Assistant

Recommend the Board approve the following substitute teacher assistant for the 2011-2012 school year. Ms. Fecsko's Criminal History approval is on file in the Superintendent's office.

Alice Fecsko

22. Employment of Substitute Custodian

Recommend the Board approve the following substitute custodian for the 2011-2012 school year. Ms. Lovelace's Criminal History approval is on file in the Superintendent's office.

Danielle Lovelace

K. NEW BUSINESS/ADDENDA

L. DISCUSSION ITEMS

M. COMMUNICATIONS FROM SCHOOL AND COMMUNITY GROUPS

N. PUBLIC COMMENTS

O. REPORTS FROM BOARD MEMBERS

P. ADJOURNMENT