

**FREEHOLD BOROUGH BOARD OF EDUCATION
MINUTES OF THE PUBLIC BOARD ACTION MEETING HELD ON
Monday, April 16, 2012**

A. OPENING STATEMENTS

1. Call to Order

The Public Board Meeting was called to order by Mrs. Jordan, in the Cafetorium of the Park Avenue Complex, 280 Park Avenue, Freehold, New Jersey, 07728 at 7:02 PM. She said the meeting was in compliance with the Open Public Meeting Act, C 231, P.L. 1975. Present were: Mrs. Greitz, Mrs. Jordan, Mr. Keelan, Mrs. MacCutcheon, Mr. Parke, Mr. Patrick, Mr. Reich and Mr. Xavier. Superintendent O’Connell and Board Secretary, Patrick DeGeorge were also present. Dr. Lichardi was absent.

Staff	Audience
Joe Jerabek	Margaret Rogers
Ronnie Dougherty	
Eric Gross	
Mike Sauser	
Tammy Ciok	

2. Pledge of Allegiance

Mrs. Jordan led the pledge of allegiance.

3. Roll Call

Mrs. Jordan asked Mr. DeGeorge to call the roll. A quorum of the board was present.

B. BOARD PRESIDENT/VICE PRESIDENT COMMENTS

None

Mr. Patrick offered the following motion, seconded by Mr. Parke:

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 March 26th, 2012.

ROLL CALL VOTE

AYES	Mrs. Greitz, Mrs. Jordan, Mr. Keelan, Mrs. MacCutcheon, Mr. Parke, Mr. Patrick, Mr. Reich, Mr. Xavier
NAYES	None
ABSTAIN	None

D. PUBLIC COMMENTS ON AGENDA ITEMS ONLY

None

E. SUPERINTENDENT'S/BOARD SECRETARY'S REPORT

1. 2012 Board of Education Election – Mr. Patrick S. DeGeorge, Business Administrator

Mrs. O'Connell introduced Mr. DeGeorge, who explained to the Board of Education the new procedures in place for obtaining Nominating Petitions to run for the Board of Education. Mr. DeGeorge mentioned there are: three three-year term seats and one one-year unexpired seat on the Borough of Freehold Board of Education up for election in the 2012 Annual School Election which will be held on November 6, 2012. Candidate Packages must be obtained from the Monmouth County Clerk's Office by visiting the Election Division Office, 300 Halls Mill Road, Freehold or by calling them directly at (732) 431-7790. All completed packages must be returned to the same office by Tuesday, June 5, 2012 at 4:00pm.

2. PAE and FIS Updates – Mr. Joseph Jerabek

Mrs. O'Connell introduced Mr. Jerabek to present his school updates. Mr. Jerabek began with his first PowerPoint presentation entitled "*Park Avenue Elementary 2011-2012 Building Goals & Action Plans*" Mr. Jerabek guided the Board through PAE's progress in achieving goals outlined in the beginning of this school year. All grades, Kindergarten through Grade 5 are on target and showing growth in writing, writing mechanics and mathematics. Grade 3 has a slightly lower expectation on Reading Comprehension, but their math is on target. Mr. Jerabek outlined the focus areas explaining the next steps including continuing the push for parental involvement, which is critical to student success.

(A brief discussion occurred between the BOE members and Mr. Jerabek regarding the Parent and Administrative support, manner in which information is sent home (i.e. Friday folder), and the use of teacher developed DVD's to help parents. Details are available on the related video recording of the meeting which is posted on the district website, and which will be available for viewing beginning next Tuesday at 10 pm on Comcast Cable Channel 97.)

Mr. Jerabek then began his second PowerPoint presentation entitled "*Freehold Intermediate School 2011 – 2012 Building Goals & Action Plans*". Mr. Jerabek explained why this year has been a developmental year for FIS. One of the biggest goals currently, is to have solid Benchmark Assessments in place for September, 2012. Mr. Jerabek then showed student achievement data on Grades 6 through 8 using overall student averages. The goal of FIS was to have all grades achieve an 80% average on LA (Language Arts) and Math. Grades 7, math and Grade 8, LA and Math are slightly below that goal. This goal along with schedule finalizing, student placement and parent involvement are among the focus items to be addressed immediately.

(A discussion occurred between the BOE members and Mr. Jerabek regarding FIS being placed on the State's Focus School List, Genesis Parent Access, Resource Centers, student behavior & respect and administration issues. Details are available on the related video recording of the meeting which is posted on the district website, and which will be available for viewing beginning next Tuesday at 10 pm on Comcast Cable Channel 97.)

After the presentation, Mrs. O'Connell asked Mr. Jerabek to share the positive and negative challenges he, as an Administrator, has experienced being the only Principal for the Park Avenue Complex with the Board. Mrs. O'Connell explained Mr. Jerabek's experience will help in the very serious decision making process for the 2013 – 2014 school year concerning what the

Administrative model will look like for this complex. Mr. Jerabek explained one of the biggest obstacles is the lack of time. Meetings with teachers (grade levels) which used to take ½ a day can now take a full day. This puts all administrative duties 1 day behind. Some of the other challenges include: not enough time spent with students, over load of paperwork, arranging for PD for both schools, Administrative tasks are doubled, order/approval processes in place are doubled, and parent meetings are extensive. All of these tasks take him further away from the classrooms and daily needs there.

(A discussion occurred between the BOE members and Mr. Jerabek regarding the challenges of having one (1) Principal at the PAC Complex. Details are available on the related video recording of the meeting which is posted on the district website, and which will be available for viewing beginning next Tuesday at 10 pm on Comcast Cable Channel 97.)

3. Harassment, Intimidation and Bullying Report – Mrs. Elizabeth O’Connell

Mrs. O’Connell explained there were two (2) incidents of HIB reported to the Board of Education:

- FIS – There were no HIB investigations at Freehold Intermediate School.
- PAE – 2 (two) HIB investigation were conducted by Kelly Hobbs, Guidance Counselor and Anti-Bullying Specialist for PAE in accordance to the HIB law. The first incident involved insulting or demeaning comments. The Guidance Counselor held a conference with the offender, and a phone call was placed to the parents. This investigation was determined to **not** be an act of HIB. The second investigation involved teasing or name calling and excluding or rejecting a pupil. There were two offenders. One received 4 days of morning detention and the other offender received 2 days of out-of-school suspension. Both students received counseling sessions with Mrs. Hobbs. This investigation was determined to **not** be an act of HIB.
- FLC – There were no HIB investigations at Freehold Learning Center.

4. Calendar/Announcements – Mrs. Elizabeth O’Connell

- Kindergarten Registration & Screening will be held on Wednesday of this week at FLC from 8:30am – 3:00pm.
- Kindergarten Registration & Screening will take place at Head Start on April 25th & April 26th during morning and afternoon sessions.
- The NJ ASK Assessment for Grades 7 & 8 will be administered April 23 – 27.
- On April 27th at 4:00pm, the Borough Shade Tree Commission in collaboration with our 21st CCLC Program, will host an Arbor Day Celebration at FLC. Mayor Higgins will be present to read the Proclamation and a short program will follow along with a tree being planted. Students will be transported from PAC to participate in the program and the Transcript and The Patch will cover the event.
- The PAE PTO Yard sale will be held on Saturday, April 28th.
- Our next Board meeting is scheduled for April 30th at 7:00pm in the Park Avenue Complex Cafeteria.

F. INSTRUCTION

None

Mrs. MacCutcheon offered the following motion, seconded by Mr. Parke:

Discussions on Agenda Items

- Members of the Board held a discussion regarding agenda item H.1. Mr. Patrick expressed concern over the dissolution of the Ad Hoc Committee. The conclusion of this discussion was to table agenda item H.1. until the next BOE meeting. This motion was made by Mr. Patrick, seconded by Mrs. Greitz and unanimously approved.
- A discussion occurred between BOE members and Administration regarding district policies on Committees, Sub-Committees and the Board of Education. Full Details of this discussion are available on the related video recording of the meeting which is posted on the district website, and which will be available for viewing beginning next Tuesday at 10 pm on Comcast Cable Channel 97.
- Mrs. Jordan also discussed class trips, wanting to know if the district still takes class trips to Downtown Freehold. A discussion continued regarding trip locations. Mrs. O'Connell said the district will look into field trip locations and re-examine where the different Grade levels visit.
- Mrs. MacCutcheon inquired about agenda item J.12. wanting to know if this is new. Mrs. O'Connell responded explaining the committee was developed based on identification by Mr. Jerabek and teachers for students struggling with focus on academics.

G. PUPILS

1. 1st Reading of Policy # 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
Recommend the Board approve 1st Reading of Policy # 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries, as presented.
2. 1st Reading of Regulation # 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
Recommend the Board approve 1st Reading of Regulation # 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries, as presented.
3. Out of District Placement
Recommend the Board approve out of district placement for remainder of 2011-12 school year at M-OESC Virtual School for SID # 8484781788. Tuition is individually assessed and will be approved separately.
4. Field Trip
Recommend the Board approve a field trip on June 7, 2012 for FIS 7th grade students to the Franklin Institute in Philadelphia, PA., from 8:00 AM – 3:30 PM. Transportation and admission costs to be paid by students, fundraising and PTO. (out of state field trip must be approved)
5. Field Trip
Recommend the Board approve a field trip on June 13, 2012 for FIS 6th grade students to Cape May Audubon Society Nature Center in Cape May, NJ from 7:15 AM – 3:00 PM. Transportation and admission costs to be paid by students and PTO. (will be added to the approved field trip list)
6. Field Trip
Recommend the Board approve a field trip on May 25, 2012 for FLC 4th grade students to NJ Sea Grant Consortium in Sandy Hook, NJ from 9:00 AM – 2:30 PM. Transportation and admission costs to be paid by PTO and student activities. (will be added to the approved field trip list).

H. ADMINISTRATION

Agenda item was H.1. tabled until April 30, 2012 BOE meeting.

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. Payment of Bills – April 16, 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 16, 2012 as follows:

Fund 11 – General Current Expense	\$311,232.97
Fund 12 – Capital Outlay	0.00
Fund 20 – Grants and Entitlements	84,324.56
Fund 60 – Food Service	<u>60,059.41</u>
Total	\$455,616.94

3. Replacement of Air Conditioning Unit

Recommend the Board approve Heat Wave Heating & Cooling, LLC, with offices located at 13 Aphrodite Drive, Barnegat, New Jersey to remove the 2 ton split air conditioning unit in the IT Server Room at the Park Avenue Elementary School and replace it with a 3 ton split air conditioning unit with a low ambient kit, as well as to increase the wire size to the electric panel to accommodate the higher powered unit at a total cost not to exceed \$7,800 to be appropriated from GAAP Account 11-000-261-420-00-05. Vendor will obtain all required permits. Quotes were obtained as required by New Jersey Public Purchasing Law.

4. SchoolMessenger

Recommend the Board renew Reliance Communications, Inc, with offices located at 603 Mission Street, Santa Cruz, California to provide the online communication/notification system *SchoolMessenger CommSuite* for the 2012-2013 school year at a total cost not to exceed \$3,845.40 to be appropriated from GAAP Account 11-000-252-340-00-08.

5. Use of Facilities

Recommend the Board approve the following facilities use requests:

- *District PTOs* to use the cafetorium at the Park Avenue Complex on Wednesday April 18, 2012 from 7:30 pm to 9:00 pm for the purpose of conducting a budget meeting. Proper certificates of insurance naming the Freehold Borough Board of Education as additional insured have been obtained. No fees will be charged for this event.

J. PERSONNEL

1. Resignation of Learning Disabilities Teacher Consultant

Recommend the Board accept with regret the resignation of Alison Smith, Learning Disabilities Teacher Consultant, effective May 29th, 2012. (may be released sooner if replacement is found)

2. Maternity/Disability Leave
Recommend the Board approve maternity/disability leave for Nicolina Harker, effective May 21st, 2012 – June 6th, 2012, with pay and with benefits. (using 9.5 sick days and 2 personal days)
3. Family Medical Leave Act
Recommend the Board approve family medical leave act for Nicolina Harker, effective June 6th, 2012 – June 15th, 2012, without pay and with benefits. (using 1½ weeks of FMLA)
4. Maternity/Disability Leave
Recommend the Board approve maternity/disability leave for Kristina Seibuchler, effective May 16th, 2012 – June 15th, 2012, with pay and with benefits. (using 19 sick days and 3 personal days)
5. Family Medical Leave Act
Recommend the Board approve family medical leave act for Kristina Seibuchler, effective September 5th, 2012 – September 28th, 2012, without pay and with benefits. (using 3 ½ weeks of FMLA)
6. 21st CCLC and Title III Adult ESL Program
Recommend the Board approve Anne Marie McMahon as teacher for 21st CCLC and Title III Adult ESL Program at a rate of \$30/hour. Account # 20-307-100-100-00-00-03 and Account # 20-241-200-100-00-01-81.

Recommend the Board approve Nancy River as child care provider for 21st CCLC and Title III Adult ESL Program at a rate of \$15/hour. Account # 20-307-100-100-00-00-03.

7. 21st CCLC and Title III Adult Spanish Program
Recommend the Board approve Carolina Garrett as teacher for 21st CCLC and Title III Adult Spanish Program at a rate of \$30/hour. Account # 20-307-100-100-00-00-03.

Recommend the Board approve Nancy River as child care provider for 21st CCLC and Title III Adult Spanish Program at a rate of \$15/hour. Account # 20-307-100-100-00-00-03.

8. FIS Schedule Committee Members
Recommend the Board approve the following staff to develop the FIS schedule for 2012-2013 at \$30/hour for up to 12 hours each. Account # 11-190-100-610-06-00-60 and 11-000-222-600-00-00-60.

Heidi Brache
Corey Cohen
Heather Elkin
Ann Fasano
Eric Gross
Julieth Hoayeck
Scot King
Emily Knight
Heather Mikucki

9. Summer Preparation for the Nursing Department
Recommend the Board approve the following staff members to work during the summer to prep for the new school year 2012-2013 to be appropriated from GAAP Account: 11-000-213-100-00-03-04.

Anita Traynor, nurse's assistant, 20 hours at the rate of \$15.00 per hour
 Sue Scalgione, school nurse, 50 hours at the rate of \$30.00 per hour
 Kelly Bernozzoli, school nurse, 30 hours at the rate of \$30.00 per hour

10. Social Skills Program – Special Programs – Substitute Teacher

Recommend the board approve Donna Friedman as substitute teacher on an as needed basis for the Special Programs Social Skills Program through May 23, 2012 for 3 hours per week, at the hourly rate of \$30/hr., to be appropriated from GAAP Account number 11-204-100-101-00-04-04.

11. Social Skills Program – Special Programs – Substitute Teacher Assistant

Recommend the board approve Donna Friedman as substitute teacher assistant on an as needed basis for the Special Programs Social Skills Program through May 23, 2012 for 3 hours per week, at the rate of \$15/hr., to be appropriated from GAAP Account 11-204-100-106-00-04-04.

12. FIS Grade 7 and 8 Student Involvement Committee

Recommend the Board approve the following staff members for the FIS Grade 7 and 8 Student Involvement Committee, to foster improved social awareness and improved positive attitudes, at \$30 hour, up to 5 hours per week, for 8 weeks in April and May. Account # 20-233-100-100-00-00-60.

Heather Elkin
 Michael Reed

13. Substitute Lunch Duty Monitor

Recommend the Board approve the following substitute lunch duty monitor for the remainder of the 2011-2012 school year at \$15/session. Account # 11-000-262-100-00-03-05

Katharine Walsh - FLC

14. Approval of District Translator

Recommend the Board approve the following district translator for the 2011-2012 school year, at \$30/hour. Account # 11-000-230-100-00-00-01.

<i>Last Name</i>	<i>First Name</i>	<i>Verbal</i>	<i>Written</i>
Cricitto	Shirley	X	X

15. 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.

Catherine Bellanca M.B.A., Carnegie Mellon University (Industrial Administration)
 Alexandra Giuffrida B.A., NJ City University (Elementary Education)
 Sukaina Shah B.A., UCLA (Psychology)

16. 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, pending Criminal History approval.

Jason Barthel 196 credits, Georgian Court (Psychology, Elem. Ed/Special Ed)

17. Employment of Substitute Custodian

Recommend the Board approve the following substitute custodian for the 2011-2012 school year, pending Criminal History approval.

Alan Jacob

ROLL CALL VOTE

AYES	Mrs. Greitz, Mrs. Jordan, Mr. Keelan, Mrs. MacCutcheon, Mr. Parke, Mr. Patrick, Mr. Reich, Mr. Xavier
NAYES	None
ABSTAIN	None

K. NEW BUSINESS / ADDENDA

None

L. DISCUSSION ITEMS

- Dan Xavier – Mr. Xavier acknowledged the interest of iPads in our district and wanted to know if the BOE would be getting any information on this. Mrs. O’Connell informed him, Mrs. Schubiger is scheduled to do a presentation to the BOE on the use of Apple iPads in an educational environment during a BOE meeting in May.
- Mrs. O’Connell – Discussed the opening of the additional Third Grade Class with the Board. She will form a timeline for notifying parents and will advise the Board.

(A brief discussion occurred between BOE members and Mrs. O’Connell regarding the additional 3rd Grade Class. Full Details of the discussion are available on the related video recording of the meeting which is posted on the district website, and which will be available for viewing beginning next Tuesday at 10 pm on Comcast Cable Channel 97.)

M. COMMUNICATIONS FROM SCHOOL AND COMMUNITY GROUPS

- Margaret Rogers, parent (51 Wayne Avenue, Freehold) – Ms. Rogers commented on the chatter in the community regarding Charter Schools. She felt Mr. Ginn is promoting the Charter School but not giving the complete facts to the residents of Freehold. Ms. Rogers wanted to know if the BOE is reaching out to the public with the correct facts.

Margaret Rogers also commented on the Genesis Parent Access accounts. She suggested showing parents how to use the Genesis Parent Account during parent/teacher conferences.

(A brief discussion occurred between BOE members and Administration regarding different approaches to promote the Genesis Parent Access system to the parents of our students and the way information will be given to our community in regards to a Charter School. Full details of this discussion are available on the related video recording of the meeting which is posted on the district website, and which will be available for viewing beginning next Tuesday at 10 pm on Comcast Cable Channel 97.)

N. PUBLIC COMMENTS

None

O. REPORTS FROM BOARD MEMBERS

- Dan Xavier – This upcoming Sunday at 4:30, the Human Relations Committee will help celebrate Dr. Martin Luther King’s life in front of Boro Hall. This is commemorating the anniversary date of his assassination. Mrs. Jordan is working with the PTO parents to bring students to the event to read parts of Dr. King’s “I Have a Dream” speech.
- Ron Reich – Please support the FBEF and become involved with the NJ Marathon on May 6th. Volunteers are still needed! The Race Committee gives money for each volunteer we send. Visit FBEF.org or call Lynn Reich at 732-462-3357 for more information.
- Annette Jordan –
 - Mrs. Jordan read a Thank you letter from the Freehold Borough Fire Department thanking district technician, Mike Sauser for all his help and expertise in obtaining a laptop for the Fire Department.
 - Wednesday night, at 7:30 in the PAC Cafeteria, all 3 PTO’s will host a presentation of our School District Budget. All are welcome to attend
 - On May 7th, the FBEF will be recognized by the Council Arts in Asbury Park.
 - On May 15th, there will be a joint Town Hall meeting with the Freehold Alliance regarding underage drinking. There will be dinner and a former Eagles NFL Player will be in attendance.
 - May 12th there will be a walk-a-thon at the Boro High School to benefit the YMCA in honor of Peanut Holloway. I am currently putting together a team, if you are interested, please see me. All monies earned benefit the YMCA Community Center. I will gather and send information to the Board.
 - There will be a Spooktacular Breakfast fundraiser held on May 5th. Tickets are \$10.00 a piece. If anybody is interested, please see me.

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 April 16th, at 8:33 pm to discuss matters that are permissible for discussion in Executive Session; and

WHEREAS, the length of the Executive Session is estimated to be 20 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. Personnel

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

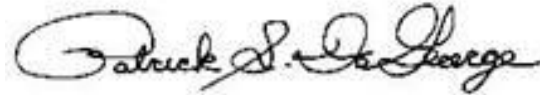
Motion: Mr. Parke
Second: Mrs. Greitz
Vote: 8 Yes, 0 No, 0 Abstain

(The public portion of the meeting reconvened at 8:47 pm)

Q. ADJOURNMENT

Moved by Mr. Parke and seconded by Mr. Keelan that the Board of Education adjourn the Board meeting at 8:48 pm.

Unanimously approved



Patrick S. DeGeorge
Board Secretary