

**BAY HEAD BOARD OF EDUCATION
145 GROVE STREET
BAY HEAD NJ 08742**

**MINUTES
June 9, 2010**

Pursuant to the N.J. Open Public Meetings Act, adequate notice of this meeting was posted in the Borough Hall on May 14, 2010 delivered to The Ocean Star and the Asbury Park Press, official newspapers of the Board. The meeting is to be held at the Bay Head School Library, Meadow Avenue in Bay Head at 6:45 PM.

Members Present President, Janice Hofferber; Vice President, Mr. Joseph Cornell, III; Mr. Darren Erbe; Mrs. Sandra Antognoli. Also present were Dr. John A. Ravally, Superintendent; Mr. David M. Casadonte, Board Attorney; Mr. James T. Mullins, Business Administrator/Board Secretary; Mr. Walter Therien, Principal and Mrs. Laurie M. Hazuka, Assistant Board Secretary.

Members Absent Mr. Benjamin Hinds

Executive Session At 6:45 PM, A Motion was offered by Mr. Cornell, seconded by Mrs. Antognoli and unanimously carried to approve the following RESOLUTION:

BE IT RESOLVED, the Bay Head Board of Education meet in closed session to discuss matters that are exempt from public discussion pursuant to the New Jersey Open Public Meetings Act.

AYE: HOFFERBER, CORNELL, ERBE, HINDS, ANTOGNOLI

NAY: NONE

The board reconvened to open session at 7:41 PM.

Presentation:

The board officially recognized Mrs. Ellen Tweed who is retiring on June 30, 2010 for her twenty years of service to the Bay Head School community.

Resolution of Appreciation – Mrs. Ellen Tweed A Motion was offered by Mr. Cornell, seconded by Mr. Erbe and unanimously carried to approve a RESOLUTION of Appreciation for Mrs. Ellen Tweed, as presented.

Presentation:

Mrs. Hofferber presented Certificates to sixth grade students who came in fourth place in the stock market challenge competition. The students who received certificates were: John Finnerty, Nicholas Antognoli, Trevor Hinds, Moorrea Cioppa and Kayla Ullrich. Mr. Kennedy thanked Mr. Mullins for his assistance in helping the children.

Public Comment on Agenda Items - None

Correspondence was presented for the board's review

Board Member Committee Reports:

Curriculum:

Mrs. Antognoli reported she would like to see the board approve Columbia Writing Workshops for the teaching staff.

Dr. Ravally reported that the first training session for the new reading series will take place beginning this week. Dr. Ravally also reported that Ms. King is working with a tri-district group to align the curriculum with new science standards. Dr. Ravally added he is looking to have the board approve a new science curriculum next school year.

Technology:

Mr. Cornell reported that Mr. Niebling will be conducting annual summer maintenance on the network and the laptops so they are ready for September.

Budget/Finance: Nothing to report

Personnel/Negotiations:

Mrs. Hofferber reported that the approval for Business Administrator and Principal contracts were on the agenda for this meeting.

Buildings/Grounds:

Mr. Erbe reported the HVAC unit in the all purpose room has been repaired and the playground equipment will be installed over the summer.

Policy:

Dr. Ravally reported the changes in the tuition policy that were being approved were amendments changes in reference to accepting students back for the following school year. Dr. Ravally explained the new policy will have a letter of academic concern going to the parents by February 1st which will put the student on probation which will put the parent or guardian on warning that the student may not be accepted back for the following school year. Dr. Ravally requested the board submit suggested changes to him after they have reviewed the amended policy.

Community Relations:

Mrs. Hofferber reported that Davey Jones Day and the open house were a great success. Mrs. Hofferber thanked the teaching staff for dedicating their time with no compensation.

Delegate/Legislative: Nothing to report

Athletics:

Mr. Therien reported the girls' softball team had a great season.

RECOMMENDATIONS FROM THE SUPERINTENDENT

Resolution of Appreciation – Mrs. Ellen Tweed A Motion was offered by Mr. Cornell, seconded by Mr. Erbe and unanimously carried to approve a RESOLUTION of Appreciation for Mrs. Ellen Tweed, as presented.

Race to the Top – Memorandum of Understanding A Motion was offered by Mr. Erbe, seconded by Mr. Erbe and unanimously carried to retroactively approve the Race to the Top, Memorandum of Understanding and to submit the same to the State of New Jersey, Department of Education, as presented.

Tuition Students 2010-2011 school year A motion was offered by Mr. Cornell and seconded by Mrs. Antognoli to approve the following two items:

- 11.1 A motion to approve C.R. to be added to the tuition student wait list for grade 1 for the 2010-2011 school year.
- 11.2 A motion to approve K.K., grade 1 as a tuition student for the 2010-2011 school year.

AYE: HOFFERBER, CORNELL, ERBE, ANTOGNOLI

NAY: NONE

Speech Therapist A Motion was offered by Mr. Erbe and seconded by Mr. Cornell to approve a contract between the Bay Head Board of Education and Mrs. Elizabeth Pillsbury to provide speech and language services for the 2010-2011 school year at the rate of \$75 per hour.

AYE: HOFFERBER, CORNELL, ERBE, ANTOGNOLI

NAY: NONE

Business Administrator Contract A Motion was offered by Mr. Cornell and seconded by Mr. Erbe to reappoint Mr. James T. Mullins as Business Administrator/Board Secretary for the 2010-2011 school year at a contracted salary of \$58,058, a net zero increase.

AYE: HOFFERBER, CORNELL, ERBE, ANTOGNOLI

NAY: NONE

Principal Salary A Motion was offered by Mr. Cornell and seconded by Mrs. Antognoli to establish Mr. Walter Therien's contract terms and salary for the 2010-2011 school year at an annual rate of \$95,950, a net zero increase.

AYE: HOFFERBER, CORNELL, ERBE, ANTOGNOLI

NAY: NONE

Professional Development School Level Plan 2010-2011 A Motion was offered by Mr. Cornell and seconded by Mr. Erbe to approve the Professional Development School Level Plan for the 2010-2011 school year, as presented.

AYE: HOFFERBER, CORNELL, ERBE, ANTOGNOLI

NAY: NONE

Accept Resignation A Motion was offered by Mr. Erbe and seconded by Mrs. Antognoli to accept, with regret, the resignation of Mrs. Dennise O'Grady, Teacher of Spanish/World Languages effective June 30, 2010 and to approve advertisement for her replacement.

AYE: HOFFERBER, ERBE, ANTOGNOLI

NAY: CORNELL

Part-time Substitute Custodian A Motion was offered by Mr. Cornell and seconded by Mrs. Antognoli to approve Mr. James Saner as part-time substitute custodian for twenty hours per week at a rate of \$12.00 per hour pending background and finger prints check.

AYE: HOFFERBER, CORNELL, ERBE, ANTOGNOLI

NAY: NONE

Field Trip Request A Motion was offered by Mr. Cornell and seconded by Mrs. Antognoli to approve a field trip request for grades fifth through eighth to walk the Manasquan Bike Path to Allaire State Park on Thursday, June 10th.

AYE: HOFFERBER, CORNELL, ERBE, ANTOGNOLI
NAY: NONE

Tuition Policy and Procedures – 1st Reading A Motion was offered by Mr. Cornell, seconded by Mr. Erbe and unanimously carried to approve an amendment to the Bay Head Board of Education Tuition Policy and Procedures, as presented.

AYE: HOFFERBER, CORNELL, ERBE, ANTOGNOLI
NAY: NONE

Science and Math Teacher A Motion was offered by Mr. Erbe and seconded by Mr. Cornell to approve Ms. Lauren White as the middle school level Science and Math Teacher for the 2010-2011 school year on Step 3 at a salary of \$48,151, pending background and finger prints check.

AYE: HOFFERBER, CORNELL, ERBE, ANTOGNOLI
NAY: NONE

Accept Donation – Bay Head School Foundation A Motion was offered by Mr. Erbe and seconded by Mr. Cornell to accept a donation from the Bay Head School Foundation for the purpose of funding the 2010 Summer BSI Program, Mrs. Hofferber thanked the Bay Head School Foundation for their continued support.

AYE: HOFFERBER, CORNELL, ERBE, ANTOGNOLI
NAY: NONE

RECOMMENDATIONS FROM THE BOARD SECRETARY/BUSINESS ADMINISTRATOR

Approval of Minutes A Motion was offered by Mr. Cornell and seconded by Mr. Erbe to waive the public reading and approve the minutes of the following:

May 6, 2010 – Regular Meeting, Open and Executive Session

AYE: HOFFERBER, CORNELL, ERBE, ANTOGNOLI
NAY: NONE

End of Fiscal Year - Financial Recommendations: A motion was offered by Mr. Erbe and seconded by Mr. Cornell to approve the following two items:

1. **Line Account Transfers** To approve line account transfers for the 2009-2010 school year prior to year end close as submitted to the County Superintendent of schools as per S1701.
2. **Closing Entries** To authorize the Business Administrator/Board Secretary to ratify all account codes used during the 2009-2010 school year in accordance with New Jersey Department of Education’s GAAP accounting guidelines and for federal grant applications and requirements; and to conduct necessary closing entries to establish accounts payable, accounts receivable and prior year purchase orders.

AYE: HOFFERBER, CORNELL, ERBE, ANTOGNOLI
NAY: NONE

A Motion was offered by Mr. Erbe and seconded by Mr. Cornell to approve the following three items:

1. **Financial Reports:** Accept the Financial Reports of the Board Secretary and Treasurer of School Monies for the period ending April 30, 2010, as reconciled.
2. **Certification of No Over-expenditures:** Pursuant to NJAC 6A:23-2.22 (c) 3-4, accept and certify the Budget Appropriations Report for the month ending April 30, 2010 certifying no line item account has been over-expended through payments or contractual orders in violation of NJAC6A:23-2.22 (b) and sufficient funds are available to meet the financial obligation of the Bay Head Board of Education.
3. **Board Certification:** Recommend acceptance that through the adoption of this resolution, the Bay Head Board of Education, pursuant to N.J.A.C. 6A:23-2.11 (c) 4, certifies that as of April 30, 2010 after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the Business Administrator that to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11 c(4) i.-vi and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

AYE: HOFFERBER, CORNELL, ERBE, ANTOGNOLI

NAY: NONE

List of Bills A Motion was offered by Mr. Cornell and seconded by Mr. Erbe to approve RESOLUTION:

BE IT RESOLVED by the Board of Education of Bay Head that bills totaling \$ 124,640.16 for the 2009-2010 school year to be paid, and the Secretary and President be hereby authorized and directed to draw orders on the Treasurer for the payment of same, if and when funds are available.

AYE: HOFFERBER, CORNELL, ERBE, ANTOGNOLI

NAY: NONE

Annual Insurance Proposal A motion was offered by Mr. Cornell and seconded by Mr. Erbe to approve the annual insurance proposal from Holmes and McDowell, Broker of Record, for the standard renewal premiums.

AYE: HOFFERBER, CORNELL, ERBE, ANTOGNOLI

NAY: NONE

Employee Healthcare Proposal A motion was offered by Mr. Cornell and seconded by Mr. Erbe to approve the following insurance agreement and proposal from Grinspec Trust beginning July 1, 2010 through June 30, 2011:

Amerihealth – PPO
The Guardian (Prescription)
Horizon Dental

AYE: HOFFERBER, CORNELL, ERBE, ANTOGNOLI

NAY: NONE

Summer Transportation A motion was offered by Mr. Erbe and seconded by Mr. Cornell to approve an agreement with Monmouth Ocean Educational Services Commission to provide

transportation for or one student to Harbor School in Eatontown, NJ effective July 6, 2010 through August 16, 2010.

AYE: HOFFERBER, CORNELL, ERBE, ANTOGNOLI

NAY: NONE

Harbor School – Summer Placement A Motion was offered by Mr. Cornell and seconded by Mr. Erbe to approve a summer placement to the Harbor School, Eatontown, NJ for one student from July 6, 2010 through August 16, 2010.

AYE: HOFFERBER, CORNELL, ERBE, ANTOGNOLI

NAY: NONE

Inter-local Agreement A motion was offered by Mr. Cornell and seconded by Mr. Erbe to approve the Board of Education authorize negotiations with the Point Pleasant Beach Board of Education over terms and conditions of a Shared Services Agreement between the Bay Head Board of Education and the Point Pleasant Beach Board of Education for the 2010-2011 school year, based on the proposed form of agreement received from the School Business Administrator of the Point Pleasant Beach Board of Education. Dr. Ravally added the changes to the Agreement was a four percent increase the elimination of the feasibility study, the addition of a statement allowing Bay Head and Point Pleasant Beach to share certificated staff.

AYE: HOFFERBER, CORNELL, ERBE, ANTOGNOLI

NAY: NONE

New Business

Cooperative Middle School Sports

Mrs. Hofferber discussed the possibility of affording the Bay Head School students the opportunity to participate on Antrim teams in sports that Bay Head is having trouble fielding. The board advised Mr. Therien to conduct an interest survey for the upcoming soccer and softball season. Dr. Ravally stated that if there are not enough students he will request permission Point Pleasant Beach to have a cooperative middle school sports program.

Summer Helper

Dr. Ravally discussed the possibility of advertising for a part-time summer maintenance helper because in the past years the night person has been switched to days in order to help carry out the summer cleaning plan and work to complete summer work orders. Since there has been a change to the custodial staff there is no longer the option of using the night person during the day. Dr. Ravally stated they will reduce the night person's hours and hire a part-time summer maintenance helper to assist in helping with the summer recreation clean up. Dr. Ravally estimated the cost to be approximately \$800. The board agreed to hire a part-time summer maintenance helper, however, advised Mr. Mullins to compose a letter to the Borough of Bay Head requesting their assistance in reimbursing the board the additional \$800 it will cost for maintenance due to the summer recreation program.

Old Business

Blue Ribbon Panel Update

Superintendent's Report – Dr. Ravally reported the following:

A. Enrollment as of June 4, 2010

Bay Head School	110 students
Point Pleasant Beach High School	39 students
Out of District	<u>3 students</u>
Total	152 students

B. Principal's Monthly Report was included for the board's review.

C. Professional Visit Reports were included for the board's review.

Public Comment

Shannon Curtis stated the Kindergarten graduation was outstanding.

Ms. Curtis, speaking on behalf of the Bay Head School Foundation, asked the board if the Foundation could formally donate a red twig dogwood tree. A Motion was offered by Mrs. Antognoli, seconded by Mr. Cornell to accept the donation of the red twig dogwood tree from the Bay Head School Foundation.

AYE: HOFFERBER, CORNELL, ERBE, ANTOGNOLI

NAY: NONE

Executive Session, At 9:10 PM a motion was offered by Mr. Cornell, seconded by Mrs. Antognoli and unanimously carried to approve the following:

BE IT RESOLVED, the Bay Head Board of Education meet in closed session to discuss matters that are exempt from public discussion pursuant to the New Jersey Open Public Meetings Act.

Adjourn Meeting At 9:32 PM, a motion was offered by Mr. Cornell, seconded by Mrs. Antognoli and unanimously carried to adjourn the meeting.

James T. Mullins
Business Administrator/Board Secretary