

May 10, 2011

Regular and Reorganization Meeting

The regular and reorganization meeting of the Bay Head Board of Education convened Tuesday, May 11, 2011 at the school library on Meadow Avenue. Pursuant to the N.J. Open Public Meetings Act, adequate notice of this meeting was posted in the Borough Hall on March 26, 2011 delivered to The Ocean Star and the Asbury Park Press, official newspapers of the Board.

Ms. Considine led the Pledge of Allegiance to the Flag.

Executive Session At 6:45 PM, A Motion was offered by Mr. Cornell, seconded by Mr. Erbe 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: CORNELL, HOFFERBER, ERBE, ANTOGNOLI

NAY: NONE

Reconvene from Closed Session.

The Board reconvened to open session at 7:46 PM.

Correspondence was presented for the board's review.

Announcement of Official Results of School Election As certified by the Ocean County Board of Canvassers, Mr. Benjamin Hinds elected as member of the Bay Head Board of Education.

The results of the school election are as follows:

Question No. 1 School Budget \$2,780,744 for General Funds Yes 115 No 65

Members Present: Mrs. Janice Hofferber, Mr. Joseph Cornell, III, Mr. Darren Erbe, Mr. Benjamin Hinds and Mrs. Sandra Antognoli. Also present were Dr. John A. Ravally, Superintendent; Mr. James T. Mullins, Business Administrator; Mr. Walter Therien, Principal; Mr. David Casadonte, Board Attorney; Ms. Laurie Considine, Board Secretary.

Members Absent: Member-elect, Benjamin Hinds

Nomination for President and Vice-President Ms. Considine served as chairperson for the election of officers.

Office of the President Mrs. Hofferber nominated Mr. Cornell for the office of President of the Bay Head Board of Education, Mrs. Antognoli seconded the nomination.

AYE: CORNELL, HOFFERBER, ERBE, ANTOGNOLI

NAY: NONE

Office of the Vice President Mr. Cornell nominated Mrs. Hofferber for the office of Vice President of the Bay Head Board of Education, Mr. Erbe seconded the nomination.

AYE: CORNELL, HOFFERBER, ERBE, ANTOGNOLI

NAY: NONE

Mrs. Hofferber left the meeting at 7:50 PM

Public Comment on Agenda Items Mrs. Shannon Curtis asked the board if they have started the hiring process for the maternity leave replacement in first grade. Dr. Ravally responded that they are in the process of reviewing applications and he expects to have someone to recommend to the board at the June meeting.

Board Member Committee Reports:

The board unanimously agreed to remain Committee of the Whole for the 2011-2012 school year, choosing a lead person for each of the following committees with the exception of the Personnel/Negotiations Committee:

Curriculum Lead Person, Mrs. Antognoli

Technology Lead Person, Mr. Cornell

Budget/Finance Lead People, Mrs. Hofferber and Mr. Cornell

Personnel/Negotiations Mr. Cornell and Mrs. Hofferber

Buildings/Grounds Mr. Erbe

Policy Mr. Hinds

Community Relations All Board Members

Delegates/Legislative Mrs. Antognoli

Athletics Lead People, Mr. Hinds and Mr. Erbe

Jerry Hayes Jr. Memorial Scholarship Lead Person, Mrs. Hofferber

RECOMMENDATIONS FROM THE SUPERINTENDENT

A motion was offered by Mr. Erbe and seconded by Mrs. Antognoli to approve the following three (5) Professional Services for the 2011-2012 school year:

1. **Board Auditor** To retain Robert A. Hulsart & Company as Board Auditor for the 2011-2012 school year at the fee of \$6,200.
2. **Board Attorney** To retain Mr. David M. Casadonte, Esq. as Board attorney for the 2011-2012 school year, annual retainer of \$3,000, hourly rate of \$125 per hour. No contract increase.
3. **Health and Safety Services** To retain the PMK Group for health, safety and environmental regulatory compliance service. (Right to Know Law)
4. **Speech Therapy - E.P. Therapy, LLC** To approve E.P Therapy to provide speech services for the 2011-2012 school year, as needed, at a rate of \$80 per hour.
5. **Occupational Therapy** To approve Maureen Dejacimo to provide occupational therapy for the 2011-2012 school year, as needed, at a rate of \$75 per hour

AYE: CORNELL, HOFFERBER, ERBE, ANTOGNOLI

NAY: NONE

A Motion was offered by Mr. Erbe and seconded by Mrs. Antogoli to approve the following three (3) items:

1. **Newspapers** To designate use of the following newspapers for Board of Education business:
The Ocean Star and/or The Asbury Park Press and/or The Star Ledger.
2. **Regular Meeting** Establish the second Tuesday of each month at 7:30 PM and executive session at 6:45 PM for Regular Board of Education meetings.
3. **Policies** Retain all previous policies now in effect inclusive of the Point Pleasant Beach Policy Book where applicable.

AYE: CORNELL, ERBE, ANTOGNOLI

NAY: NONE

Legal Depositories A motion was offered by Mr. Erbe and seconded by Mrs. Antognoli to approve the following financial institution be designated as depositories for monies of the Bay Head Board of Education and Bay Head School accounts:

Manasquan Savings Bank
New Jersey Cash Management Fund
MBIA/Class Investments
Wells Fargo

AYE: CORNELL, ERBE, ANTOGNOLI

NAY: NONE

Signatories A Motion was offered by Mr. Erbe and seconded by Mrs. Antognoli to approve the following six items:

1. **General Operating Account** BE IT RESOLVED, the President, Vice President, Business Administrator, Board Secretary and Treasurer, be empowered to sign and endorse all warrants and drafts drawn on the Manasquan Savings Bank for the General Operating Account of the Bay Head Board of Education.
2. **Payroll Account** BE IT RESOLVED the Treasurer of School Monies or designee is empowered to sign and endorse all warrants and drafts drawn on the Manasquan Savings Bank for the payroll account of the Bay Head Board of Education.
3. **Bay Head School Fund** BE IT RESOLVED the Principal, Business Administrator, Board Secretary be empowered to sign and endorse all warrants and drafts drawn on the Manasquan Savings Bank for the Bay Head School Fund, a petty cash account.
4. **Jerry Hayes Jr. Memorial Scholarship** BE IT RESOLVED as trustees for the Jerry Hayes Jr. Memorial Scholarship, retain the By Laws now in effect and authorize the President, Vice-President and Business Administrator, Board Secretary/Treasurer to sign and endorse warrants and drafts drawn on the Manasquan Savings Bank, legal depository for the scholarship.
5. **Larry D'Zio Memorial Scholarship Fund** BE IT RESOLVED as administrators for the Larry D'Zio Memorial Scholarship Fund, to authorize the Principal, Business Administrator and Board Secretary to sign and endorse warrants and drafts drawn on the Manasquan Savings Bank, legal depository of the scholarship.

- 6. **Additional Accounts** BE IT RESOLVED the Building Principal, Business Administrator and Board Secretary and be empowered to sign and endorse all warrants and drafts drawn on the following additional accounts:

- Bay Head School Student Council Fund – Manasquan Savings Bank

- Bay Head School Athletic Fund – Manasquan Savings Bank

AYE: CORNELL, ERBE, ANTOGNOLI

NAY: NONE

Compliances A motion was offered by Mr. Erbe and seconded by Mrs. Antognoli to approve the following seven (7) items for the ensuing school year:

- 16.1 Affirmative Action Officer Mrs. Wendy H. Maas
- 16.2 Right to Know Officer Mr. Frank Alechko
- 16.3 504 Officer Mrs. Wendy H. Maas
- 16.4 Custodian of Records Ms. Jill Holland (Open Public Records Act)
- 16.5 IPM Coordinator Mr. Frank Alechko
- 16.6 New Jersey SMART Liaison Mrs. Alicia Eak
- 16.7 Qualified Purchasing Agent Mr. James T. Mullins (NJAC 5:34-5)

- Approving QPA bid threshold up to \$36,000

AYE: CORNELL, ERBE, ANTOGNOLI

NAY: NONE

Curriculum and Textbooks A motion was offered by Mr. Erbe, seconded by Mrs. Antognoli and unanimously carried to approve and accept the curriculum and textbooks for the 2011-2012 school year.

A Motion was offered by Mr. Erbe and seconded by Mrs. Antognoli to approve the following three (3) items:

- 1. **Insurance Fund** RESOLUTION of participation in the Monmouth Ocean Counties Shared Services Insurance Fund.
- 2. **Broker of Record** To approve Holmes & McDowell, Inc., Holmdel NJ, as broker of record for the board’s general insurance.
- 3. **Payroll Processing** Service Motion to approve the renewal of ADP, Inc. as payroll processing service for the 2011-2012 school year.

AYE: CORNELL, ERBE, ANTOGNOLI

NAY: NONE

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

- 1. **Tenured Faculty** A motion to offer Salary Notifications at the contractual rate to the following tenured faculty for the 2011-2012 school year, salary will be in accordance with approved salary guide and collective bargaining agreement:

Melissa Kiss Step 8	\$57,026
Barbara Martin – Off Guide 2	\$66,842
David Lewis (MA) Step 10	\$62,752
Diane Peters (MA+15, .75) Off Guide 6	\$58,117
Ann Marie Wisliceny Off Guide 5	\$71,418

Kathleen Molloy BA+30 (.57) Off Guide 5	\$41,538
Thomas Kennedy (MA) Off Guide 1	\$66,310
Wendy H. Maas (BA +15)Off Guide 5	\$72,042
Elizabeth Fallivene	*\$57,095
* (Prorated Leave of Absence September 1, 2011 through December 31, 2011)	
Carolyn Meyer (MA) Step 10	\$62,752
William Speelman (.41) Step 6	\$22,313
Donna Ray (BA+15, .20) Step 5	\$10,389

2. **Non-Tenure Faculty** A motion to offer employment contracts to non-tenured personnel for the 2011-2012 school year.

Christina Taibo-Lemanowicz (MA) .40 Step 6	\$22,476
Lauren White, Step 4	\$50,821

3. **Hire Leave Replacement** A Motion to hire Heather Johnson on Step 2 at a salary of \$49,821 as an Elementary Education Replacement Teacher for the 2011-2012 school year, effective September 1, 2011, as needed.

AYE: CORNELL, ERBE, ANTOGNOLI
 NAY: NONE

Support Staff A motion was offered by Mr. Erbe and seconded by Mrs. Antognoli to approve the following certificated and non-certificated support staff contracts for the 2011-2012 school year.

Jill A. Holland, School Secretary, 12 months	\$47,906
Frank W. Alechko, Educational Facilities Manager, 12 months	\$54,068
Walter Niebling, IT Manager, 10 months (.40, Step 8)	\$22,810
Alicia Eak, Clerical 10 months, (21 hours per week @11.45/hr)	\$9,624
Patricia A. Wojcik, Treasurer of School Monies	\$1,750
Paul Farrell, MD, School Physician	\$1,865
Attendance Officer, as designated by Bay Head Police Dept.	\$1,000
Sally E. McGoey, Paraprofessional	\$11.67 per hour
Sonjia Johnson, Paraprofessional	\$16.15 per hour
Patricia A. Mullins, Office Assistant 10 months (16 hours per week)	\$8.00 per hour
Thomas O'Hare, Custodian 12 months (20 hours per week)	\$10.00 per hour

AYE: CORNELL, ERBE, ANTOGNOLI
 NAY: NONE

Business Administrator Contract A Motion was offered by Mr. Erbe and seconded by Mrs. Antognoli to reappoint Mr. James T. Mullins as Business Administrator for the 2011-2012 school year at the contracted salary of \$59,220.

AYE: CORNELL, ERBE, ANTOGNOLI
 NAY: NONE

MOTION TABLED - Principal Salary A Motion to establish Mr. Walter Therien's contract terms and salary for the 2011-2012 school year at an annual rate of _____.

Board Secretary A Motion to was offered by Mr. Erbe and seconded by Mrs. Angtognoli to reappoint Ms. Laurie M. Considine as Board Secretary for the 2011-2012 school year funding from the Education Jobs Funds Applied and approved at an annual salary of \$45,800.

AYE: CORNELL, ERBE, ANTOGNOLI

NAY: NONE

Code of Ethics Members of the board acknowledge receipt of Code of Ethics memo and listing of confidential matters pursuant to the New Jersey Open Public Meetings Law.

Organizational Chart Members of the board acknowledged receipt of Organizational Chart.

Workshops A Motion was offered by Mr. Erbe and seconded by Mrs. Antognoli to approve the attendance and related expenses for the following school staff members to attend workshops during the 2011-2012 school year.

Mr. Thomas Kennedy	May 10, 2011
Mrs. Kathy Molloy	May 11, 2011
Miss Melissa Kiss	May 16, 2011
Mrs. Wendy Maas	May 26, 2011
Mr. David Lewis	July 5 – July 9, 2011
Mr. David Lewis	August 15, - August 19, 2011
Mrs. Barbara Martin	August 8 – August 12, 2011
Mrs. Barbara Martin	August 15, - August 19, 2011
Mrs. Wendy Maas	September 30, - October 6, 2011

AYE: CORNELL, ERBE, ANTOGNOLI

NAY: NONE

A Motion was offered by Mr. Erbe and seconded by Mrs. Antognoli to approve the following item:

PEEC Chaperones To approve Mr. William Speelman and Miss Lauren White as a chaperone for the PEEC trip on May 18th, May 19th and May 20th.

AYE: CORNELL, ERBE, ANTOGNOLI

NAY: NONE

MOTION TABLED - 2011-2012 School Calendar A Motion to approve the 2011-2012 School Calendar, as presented.

Moody’s Foundation Grant A Motion was offered by Mr. Erbe and seconded by Mrs. Antognoli to accept a \$500 grant from the Moody’s Foundation.

AYE: CORNELL, ERBE, ANTOGNOLI

NAY: NONE

A Motion was offered by Mr. Erbe, seconded by Mrs. Antognoli and unanimously carried to approve the following three items:

1. **Facility Use Request** A Motion to approve a facility use request for use of the all purpose room, school fields and tennis courts from the Borough of Bay Head to

hold their Summer Recreation Program from July 5, 2011 through August 11, 2011 from 8:30 AM through 12:30 PM Monday through Thursday.

2. **Facility Use Request** A Motion to retroactively approve a field use request from the Point Pleasant Soccer Club from March 1, 2011 through June 30, 2011 Monday through Friday 4:00 PM to dusk and Saturday and Sunday 8:00 AM to dusk.
3. **Facility Use Request** A Motion to approve a field use request from the Point Pleasant Soccer Club from July 11, 2011 through November 27, 2011 Monday through Friday from 4:00 PM to dusk and Saturdays and Sundays from 8:00 AM to dusk. Field use will not be permitted the week of August 1, 2011 through August 11, 2011 and Saturdays will not be permitted from September 1, 2011 through November 27, 2011.

Walking Wednesday Program A Motion was offered by Mr. Erbe, seconded by Mrs. Antognoli and unanimously carried to retroactively approve the “Go Bay Head – Walking Wednesday Program” for Bay Head students to walk to school from the Municipal parking lot to the Bay Head School every Wednesday from 7:45 AM through 8:00 AM from April 27, 2011 through June 15, 2011. The Walking Wednesday Program is sponsored by the Bay Head Home and School Association.

Bay Head School Foundation Fundraiser A Motion was offered by Mr. Erbe, seconded by Mrs. Antognoli and unanimously carried to approve a fundraiser request from the Bay Head School Foundation to sell original water colors prints of the Bay Head School.

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

1. **Field Trip Request** A Motion to approve a field trip request for grades 6-8 to attend the New York Aquarium on May 23, 2011. This trip is to replace a previously scheduled trip to Trenton that was cancelled. The total cost of the trip is \$1,272.
2. **Field Trip Request** A Motion to approve a walking trip for grades 5th through 8th to go to Centennial Park for “Get Fit with Science Day” date to be determined.
3. **Field Trip Request** A Motion to approve a walking trip for grades 6th through 8th for Student Government Day to go to Bay Head Town Hall date to be determined.

AYE: CORNELL, ERBE, ANTOGNOLI

NAY: NONE

Tuition Contract 2011-2012 school year-First Reading A Motion was offered by Mr. Erbe and seconded by Mrs. Antognoli to approve the first reading of amendments to the 2011-2012 Tuition Contract as presented.

A motion was offered by Mr. Erbe and seconded by Mrs. Antognoli to approve the following two items:

1. **Returning Tuition Students 2011-2012** A Motion to approve 50 returning tuition students for the 2011-2012 school year as presented.

2. **Tuition Student Grade 6** To approve a tuition student for grade 6 for the 2011-2012 school year.

AYE: CORNELL, ERBE, ANTOGNOLI

NAY: NONE

**RECOMMENDATIONS FROM THE BOARD SECRETARY/BUSINESS
ADMINISTRATOR**

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

March 1, 2011 Regular Meeting/Budget Workshop - Open and Executive Session

March 29, 2011 Public Hearing

AYE: CORNELL, ERBE, ANTOGNOLI

NAY: NONE

A Motion was offered by Mr. Erbe and seconded by Mrs. Antognoli to approve the following three (3) items:

1. **Financial Reports:** Accept the Financial Reports of the Board Secretary and Treasurer of School Monies for the period ending March 31, 2011, 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 March 31, 2011 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 March 31, 2011 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: CORNELL, ERBE, ANTOGNOLI

NAY: NONE

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

BE IT RESOLVED by the Board of Education of Bay Head that bills totaling \$148,166.54 for the 2010-2011 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: CORNELL, ERBE, ANTOGNOLI

NAY: NONE

ABSTAIN: CORNELL ON CHECK NUMBER 8954

Transfers A Motion was offered by Mr. Erbe and seconded by Mrs. Antognoli to approve line account transfers in the amount of \$54,754.25 for the 2010-2011 school year.

AYE: CORNELL, ERBE, ANTOGNOLI

NAY: NONE

2011-2012 Shared Services Agreement A Motion was offered by Mr. Erbe and seconded by Mrs. Antognoli to approve the Shared Services Agreement between the Bay Head Board of Education and the Point Pleasant Beach Board of Education for the 2011-2012 school year, as presented.

AYE: CORNELL, ERBE, ANTOGNOLI

NAY: NONE

2011-2012 Child Study Team Agreement A Motion was offered by Mr. Erbe and seconded by Mrs. Antognoli to approve the 2011-2012 Child Study Team Agreement by the Point Pleasant Beach Child Study Team in the amount of \$33,735.

AYE: CORNELL, ERBE, ANTOGNOLI

NAY: NONE

New Business Nothing at this time

Old Business Nothing at this time

Superintendent’s Report:

Dr. Ravally reported the following:

A. Enrollment as of May 6, 2011

Bay Head School	114 Students
Point Pleasant Beach High School	45 Students
Out of District	<u>3 Students</u>
	162 Students

B. Principal’s Monthly Report was attached for the board’s review

C. Professional Workshop Requests were attached for the board’s review

D. Professional Visit Reports were attached for the board’s review

Public Comment

Mrs. Shannon Curtis updated the board on the Foundation meeting.

Adjournment At 8:45 PM a Motion was offered by Mr. Erbe, seconded by Mrs. Antognoli and unanimously carried to adjourn the meeting.