

MINUTES

Regular and Reorganization Meeting

April 26, 2010

The regular and reorganization meeting of the Bay Head Board of Education convened Tuesday, April 26, 2010 at 6:45 P.M. at the school library on Meadow Avenue. Pursuant to the New Jersey Open Public Meetings Act, prior notice of this meeting was posted in the Borough Hall March 26, 2010, and delivered to *The Ocean Star* and *Asbury Park Press*, official newspapers of the Board.

Oath of Office James T. Mullins, administered the Oath of Office to Mrs. Janice Hofferber and Darren Erbe.

Executive Session At 6:45 PM, A Motion was offered by Mr. Cornell, seconded by Mr. Hinds 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 7:32 PM.

Pledge of Allegiance Mrs. Hofferber led the Pledge of Allegiance to the Flag.

Official Results of School Election As certified by the Ocean County Board of Canvassers, Mr. Benjamin Hinds elected as a member of the Bay Head Board of Education. The results of the School Election are as follows:

Question No. 1 School Budget \$2,821,220 for General Funds. YES 106 NO 114

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; Mrs. Laurie M. Hazuka, Board Secretary.

Members Absent: None

Mr. Mullins served as chairperson for the election of officers.

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

AYE: HOFFERBER, CORNELL, ERBE, HINDS, ANTOGNOLI

NAY: NONE

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

AYE: HOFFERBER, CORNELL, ERBE, HINDS, ANTOGNOLI

NAY: NONE

Committee Appointments:

The board decided to remain Committee of the Whole for the 2010-2011 school year choosing a lead person for each of the following committees with the exception of the

Personnel/Negotiations Committee: Janice Hofferber and Joseph Cornell, III

Curriculum Committee of the Whole, Lead Person – Sandra Antognoli

Technology Committee of the Whole, Lead Person – Joseph Cornell, III

Budget/Finance Committee of the Whole, Lead Person – Janice Hofferber

Building/Grounds Committee of the Whole – Lead Person – Darren Erbe

Personnel/Negotiations Janice Hofferber and Joseph Cornell, III

Policy Committee of the Whole – Lead Person, Janice Hofferber and Benjamin Hinds

Community Relations Committee of the Whole, Lead Person Joseph S. Cornell and Benjamin Hinds

Delegates/Legislative Committee of the Whole, Lead Person – Sandra Antognoli

Sub Committee Appointments:

Trustees, J.H.J.M.S: All Board Members (see By Laws)

Finance J.H.J.M.S: Committee of the Whole, Lead Person – Janice Hofferber and Benjamin Hinds

Athletics: Committee of the Whole, Lead – Darren Erbe and Benjamin Hinds

RECOMMENDATIONS FROM THE SUPERINTENDENT

A motion was offered by Mr. Erbe and seconded by Mr. Cornell to approve the following three (3) Professional Services for the 2010-2011 school year:

1. **Board Auditor** Retain Robert A. Hulsart & Company as Board Auditor for the 2010-2011 school year at the fee of \$6,000. No contract increase.
2. **Board Attorney** To retain Mr. David M. Casadonte, Esq. as Board attorney for the 2010-2011 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)

AYE: HOFFERBER, CORNELL, ERBE, HINDS, ANTOGNOLI

NAY: NONE

A Motion was offered by Mr. Cornell and Mr. Hinds to approve the following three (3) items:

1. **Newspapers** 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: HOFFERBER, CORNELL, ERBE, HINDS, ANTOGNOLI

NAY: NONE

Legal Depositories A motion was offered by Mr. Hinds and seconded by Mr. Erbe 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: HOFFERBER, CORNELL, ERBE, HINDS, ANTOGNOLI

NAY: NONE

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

1. **General Operating Account** BE IT RESOLVED, the President, Vice President, Business Administrator, Board Secretary, Assistant 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 and Assistant 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 and Assistant Board Secretary 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 and Business Administrator/Board Secretary and Assistant 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 Principal, Business Administrator/Board Secretary and Assistant Board Secretary 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: HOFFERBER, CORNELL, ERBE, HINDS, ANTOGNOLI

NAY: NONE

Compliances A motion was offered by Mr. Hinds and seconded by Mrs. Antognoli to approve the following six (6) items for the ensuing school year:

17.1 Affirmative Action Officer	Mrs. Wendy H. Maas
17.2 Right to Know Officer	Mr. Frank Alechko
17.3 504 Officer	Mrs. Wendy H. Maas
17.4 Custodian of Records	Ms. Jill Holland (Open Public Records Act)

17.5 Qualified Purchasing Agent Mr. James T. Mullins (NJAC 5:34-5)

17.6 IPM Coordinator Mr. Frank Alechko

AYE: HOFFERBER, CORNELL, ERBE, HINDS, ANTOGNOLI

NAY: NONE

Curriculum and Textbooks A motion was offered by Mr. Hinds and seconded by Mrs. Antognoli to approve and accept the curriculum and textbooks for the 2010-2011 school year.

AYE: HOFFERBER, CORNELL, ERBE, HINDS, ANTOGNOLI

NAY: NONE

A Motion was offered by Mr. Cornell and seconded by Mr. Hinds 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 2010-2011 school year.

AYE: HOFFERBER, CORNELL, ERBE, HINDS, ANTOGNOLI

NAY: NONE

Tenured Faculty A motion was offered by Mr. Erbe and seconded by Mr. Cornell to offer Salary Notifications at the contractual rate to the following tenured faculty for the 2010-2011 school year, salary will be in accordance with approved salary guide and collective bargaining agreement:

- Melissa Kiss
- Stacey Kochman (MA)
- Barbara Martin
- David Lewis (MA)
- Diane Peters (MA+15, .75)
- Ann Marie Wisliceny
- Kathleen Molloy BA+30 (.57)
- Thomas Kennedy (MA)
- Wendy H. Maas (.5143)
- Elizabeth Fallivene
- Carolyn Meyer
- William Speelman (.41)

AYE: HOFFERBER, CORNELL, ERBE, HINDS, ANTOGNOLI

NAY: NONE

MOTION TABLED Administrative and Support Staff A motion was to approve the following certificated and non-certificated support staff contracts for the 2010-2011 school year.

Jill A. Holland, School Secretary, 12 months	\$ _____
Frank W. Alechko, Educational Facilities Manager, 12 months	\$ _____
Laurie M. Hazuka, Board Secretary, 12 months	\$ _____
Walter Niebling, IT Manager, 10 months (.40, Step 8)	\$ _____
Alicia Eak, Clerical 10 months, (21 hours per week)	\$ _____

Patricia A. Wojcik, Treasurer of School Monies	\$ _____
Paul Farrell, MD, School Physician	\$ _____
Charles Grace, Attendance Officer	\$ _____
Patricia A. Mullins, Office Assistant 10 months (16 hours per week)	\$ _____

Code of Ethics Members of the board acknowledged 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.

Tuition Students A Motion was offered by Mr. Erbe and seconded by Mr. Hinds to approve five new tuition students for the 2010-2011 school year as follows:

- K.R. Grade 1
- K.B. Grade 5
- L.B. Grade 2
- T.B. Grade 8
- L.A. Kindergarten

AYE: HOFFERBER, CORNELL, ERBE, HINDS, ANTOGNOLI

NAY: NONE

A Motion was offered by to approve the following item:

Workshops A Motion to approve the attendance and related expenses for the following school staff members to attend workshops during the 2009-2010 school year.

- Mrs. Kathleen Molloy May 13, 2010
- Miss Melissa Kiss May 6, 2010
- Mrs. Diane Peters May 6, 2010

AYE: HOFFERBER, CORNELL, ERBE, HINDS, ANTOGNOLI

NAY: NONE

Accept Resignation A Motion was offered by Mr. Cornell and seconded by Mr. Erbe to retroactively accept, with regret, the resignation of John Lowendowski effective March 22, 2010.

AYE: HOFFERBER, CORNELL, ERBE, HINDS, ANTOGNOLI

NAY: NONE

Softball Coach A Motion was offered by Mr. Cornell and seconded by Mr. Erbe to retroactively appoint Mr. David Lewis as Girls' Softball Coach for the 2009-2010 school year at the contracted stipend.

AYE: HOFFERBER, CORNELL, ERBE, HINDS, ANTOGNOLI

NAY: NONE

Certificated Substitute A Motion was offered by Mr. Erbe and seconded by Mr. Hinds to add Jacqueline Hope Bennett and Mary Beth Bowmann to the 2009-2010 Certificated Substitute List pending fingerprints and records check.

AYE: HOFFERBER, CORNELL, ERBE, HINDS, ANTOGNOLI

NAY: NONE

Hire Part-Time Custodian A Motion to hire Thomas Loheide as a part-time custodian for 20 hours per week at a rate of \$12.00 per hour pending fingerprints and records check.

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

Hire Paraprofessional A Motion was offered by Mr. Cornell and seconded by Mr. Erbe to hire Stephanie Seggel as a paraprofessional in accordance with a student's IEP at a rate of \$10 per hour.

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

Student Observation A Motion was offered by Mr. Erbe, seconded by Mr. Erbe and unanimously carried to approve a 10 hour student observation for Jordan DeVesty, Monmouth University, under the direction of Mr. Walter Therien.

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

1. **PEEC Chaperones** To approve Mr. William Speelman as a chaperone for the PEEC trip on May 19th, May 20th and May 21st.
2. **Boston Chaperones** To approve Mrs. Elizabeth Fallivene, Mr. Walter Therien and Mrs. Wendy Maas as chaperones for the eighth grade Boston trip on May 5th, May 6th and May 7th.

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

Amend 2009-2010 Calendar A Motion was offered by Mr. Cornell, seconded by Mr. Erbe and unanimously carried to approve an adjustment to the 2009-2010 School Calendar adding a half day on Monday, June 21, 2010 as the 180th instructional day and making Friday, June 18, 2010 a full day of school.

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

MOTION TABLED 2010-2011 School Calendar A Motion to approve the 2010-2011 School Calendar, as presented.

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

1. **Three Year Technology Plan** To approve the Three-Year Technology Plan from July 1, 2010 through June 30, 2013, as presented.
2. **Three Year Equity Plan** To re-approve the current Three Year Equity Plan for the 2010-2011 school year.

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

Facility Use Request A Motion was offered by Mr. Cornell and seconded by Mr. Erbe to approve a facility use request from Shore Sticks for use of the school field from July 26, 2010 through July 29, 2010 from 9:00 AM to 12:00 PM. Fee to be charged for to Shore Sticks is \$600.

AYE: HOFFERBER, CORNELL, ERBE, HINDS, 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:

March 9, 2010 Regular Meeting/Budget Workshop - Open and Executive Session
March 26, 2010 Public Hearing

AYE: HOFFERBER, CORNELL, ERBE, HINDS, ANTOGNOLI

NAY: NONE

A Motion was offered by Mr. Erbe and seconded by Mr. Hinds 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, 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 March 31, 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 March 31, 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, HINDS, ANTOGNOLI

NAY: NONE

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

BE IT RESOLVED by the Board of Education of Bay Head that bills totaling **\$ 89,218.10** 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, HINDS, ANTOGNOLI

NAY: NONE

New Business

New Student Orientation – June 2010 Dr. Ravally and Mr. Therien recommended an orientation for all new incoming students for the 2010-2011 school year. The board agreed.

Old Business Nothing at this time

Superintendent's Report Dr. Ravally reported the following:

A. Enrollment as of April 23, 2010

Bay Head School 110 students

Point Pleasant Beach High School 39 students

Out of District 3 students

Total 152 students

B. Principal's Monthly Report

C. Professional Workshop Requests

D. Professional Visit Reports

Public Comment None

At 9:34 PM A Motion was offered by Mr. Cornell, seconded by Mr. Hinds and unanimously carried to adjourn the meeting..

James T. Mullins
Business Administrator/Board Secretary