Barnegat Township School District

BARNEGAT BOARD OF EDUCATION
SPECIAL MEETING MINUTES

December 7, 2010
Tuesday, 6:00 PM

Barnegat High School
180 Bengal Blvd.
Barnegat, NJ 08005

CONFIDENTIAL

Our collective mission is to nurture and educate our children in accordance with all curriculum standards to prepare them for responsible citizenship and success in life.

DISTRICT HIGHLIGHTS

1. District Enrollment Numbers as of December 3, 2010

Cecil S. Collins	340
Joseph T. Donahue	312
Lillian M. Dunfee	393
Robert L. Horbelt	424
Russell O. Brackman	788
Barnegat High School	1023
District Total	**3280**

*****NOTE: The recording of this meeting was inaudible so verbatim answers of the candidates interviewed for the vacant Board seat and other comments are not available. All motions and the votes thereon, however, are accurate in these minutes.

I. **CALL TO ORDER**

Mrs. Becker: I would like to call this December 7, 2010 Special meeting of the Barnegat Board of Education to order**.**

II. **OPEN PUBLIC MEETING ACT**

The notice of this meeting has been forwarded to the Asbury Park Press, and placed in the foyer of the Barnegat High School, and the at Municipal Building and filed with the Municipal Clerk, in conjunction with the Open Public Meeting Act N.J.S.A.10:4-10.

III. **ROLL CALL**

Mrs. Becker: Roll Call please.

Mr. Adorno Present
Mr. Cloke Present
Mr. Mihalik Present
Mrs. Pilovsky Present
Mrs. Taylor Present
Mrs. Sarno Present
Mr. Houser Present
Mrs. Becker Present

Also Present:
Mr. Jason Bing, Superintendent
Mr. Dean Allison, Business Administrator/Board Secretary
Mr. Ben Montenegro, Board Attorney

CONFIDENTIAL

IV. FLAG SALUTE

Mrs. Becker: Would everyone please rise for the Flag Salute?

All: Pledge of Allegiance

V. APPROVAL OF AGENDA AND/OR ADDITIONS

Mrs. Becker: There are two changes to the agenda, first the hand check amount for Finance motion #2 should be $169,352.00. Second, the Minutes of November 16, 2010 need to be held until the next meeting because they were not sent to the Board for review in time for the meeting. May I have a motion to accept the Agenda with the two changes?

Mrs. Sarno: So moved.

Mrs. Taylor: Second

Mr. Adorno	Yes
Mr. Cloke	Yes
Mr. Mihalik	Yes
Mrs. Pilovsky	Yes
Mrs. Taylor	Yes
Mrs. Sarno	Yes
Mr. Houser	Yes
Mrs. Becker	Yes

VI. PUBLIC SESSION

In accordance with Board of Education Policy, each participant must be recognized by the presiding officer and must preface their comments by and announcement of their name, address and group affiliation, if appropriate. Your anticipated courtesy to the members of the public and the Board is appreciated.

Mrs. Becker: May I have a Motion to open the meeting to public comments.

Mrs. Taylor: So moved.

Mrs. Pilovsky: Second

Mr. Adorno	Yes
Mr. Cloke	Yes
Mr. Mihalik	Yes
Mrs. Pilovsky	Yes
Mrs. Taylor	Yes
Mrs. Sarno	Yes
Mr. Houser	Yes
Mrs. Becker	Yes

CONFIDENTIAL

(Inaudible)

Mrs. Becker: May I have a motion to close Public Session?

Mrs. Taylor: So moved.

Mr. Adorno: Second

Mr. Adorno	Yes
Mr. Cloke	Yes
Mr. Mihalik	Yes
Mrs. Pilovsky	Yes
Mrs. Taylor	Yes
Mrs. Sarno	Yes
Mr. Houser	Yes
Mrs. Becker	Yes

VI. INTERVIEW OF PROSPECTIVE BOARD MEMBER

Interviews of candidates for the vacant board position. **Public may not comment during this portion of the meeting.**

Mrs. Becker: The candidates for the open Board of Education seat are:

Mr. Bobby Acosta
Mr. Frank Passenti
Mr. Frank Pecci
Mr. Armando Quiroz
Mr. Shannon Sarno

The Board conducted interviews of the five candidates. All candidates were asked the same set of four open-ended questions. At the end of the questions, each candidate was given a three minute opportunity to summarize why they would like to be appointed to the Board.

Mrs. Becker: The Board will go into Executive Session now to discuss the five candidates. When the Board returns to public session, it will vote to appoint the new Board member. May I have a motion to go into Executive Session?

Mr. Mihalik: So moved.

Mr. Adorno: Second

Mr. Adorno	Yes
Mr. Cloke	Yes
Mr. Mihalik	Yes
Mrs. Pilovsky	Yes
Mrs. Taylor	Yes
Mrs. Sarno	Yes
Mr. Houser	Yes

CONFIDENTIAL

Mrs. Becker Yes

VIII. EXECUTIVE SESSION RESOLUTION

Request a resolution for Executive Session at this point in the meeting of the Barnegat Township Board of Education on Tuesday, December 7, 2010 for the purpose of discussing confidential student information, personnel items, contracts and/or litigation.

WHEREAS, Section 8 of the Open Public Meeting Act, N.J.S.A. 10:4-12 permits the exclusion of the public from a meeting in certain circumstances and

WHEREAS, this public body is of the opinion that such circumstances exist.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Township of Barnegat in the County of Ocean and State of New Jersey, as follows:

The public shall be excluded from discussion on the actions upon the hereinafter specified subject matter(s) student information, personnel/contracts and/or litigation.

The general nature of the subject matter(s) to be discussed is listed in Executive Session, Executive Discussion and Executive Information.

It is anticipated at this time that the subject matters will be made public, if and when, confidentiality is no longer needed. Action may be taken.

This resolution shall become effective immediately

IX. EXECUTIVE DISCUSSION

1. Discussion of qualifications of board member candidates
2. Other, as necessary.

X. ROLL CALL

Mrs. Becker: May I have a Roll Call?

Mr. Adorno	Present
Mr. Cloke	Present
Mr. Mihalik	Present
Mrs. Pilovsky	Present
Mrs. Taylor	Present
Mrs. Sarno	Present
Mr. Houser	Present
Mrs. Becker	Present

XI. NEW BUSINESS

1. Appointment of new board member

CONFIDENTIAL

Mrs. Becker: May I have a nomination for the vacancy on the Board?

Mrs. Pilovsky: I nominate Armando Quiroz.

Mrs. Taylor: Second

Mr. Adorno	Yes
Mr. Cloke	Yes
Mr. Mihalik	Yes
Mrs. Pilovsky	Yes
Mrs. Taylor	Yes
Mrs. Sarno	Yes
Mr. Houser	Yes
Mrs. Becker	Yes

Mr. Allison: Administered the Oath of Office to Mr. Quiroz as a new Board Member. However, Mr. Quiroz could not remain to take his seat as he had been involved in an auto accident prior to his appearance at the interview and the Board encouraged him to go immediately to get a medical evaluation of any potential injury.

*Mrs. Pilovsky also had to leave the meeting at this time.

XII. **PRESIDENT'S REMARKS**

Presentation by Holman & Frenia

Mrs. Becker: We have a representative of Holman & Frenia, our audit firm, here tonight to go over the audit information for the 2009-2010 school year.

Mr. Jerry Conaty reviewed the Financial Audit for the 2009-2010 school year which ended on June 30, 2010. In that review, he addressed the major impacts for 2010 as compared to 2009 on the two pages of financials distributed to the public in the document "Synopsis of Audit Report For Public Distribution". He noted that miscellaneous revenue appeared to decline substantially but that was due to a large withdrawal of interest in 2009 on Barnegat construction bond funds held by the Schools Development Authority for the benefit of the school district. While the district's overall General Fund Balance decreased, that was the result of the Board's decision to use budgeted fund balance in lieu of a tax rate increase in 2009-10 to keep the school tax rate flat. Mr. Conaty indicated that the audit opinion was unqualified which indicates that the district's financial statements fairly represent the financial status of the district, that its accounting is in conformance with generally accepted accounting practices, and that its internal processes and controls are generally in compliance with laws, regulations, contracts and grant agreements. A single audit of the district's federal and state special revenue grants found no issues of compliance. Mr. Conaty advised the Board that the district appears to be in sound financial shape. Three findings were noted in the audit as summarized on the Audit Synopsis distributed to the public:

2010-01: Classification of Expenditures. That the district obtains all required invoices before payment is made.

CONFIDENTIAL

2010-02: Business Administrator and Board Secretary/s Records. That the district ensures that all local tax levy payments are received timely when requested and notify the Township when not received timely.

2010-03: Student Body Activities. That the district reviews these funds and develops stronger internal controls regarding cash receipts and disbursements, including, but not limited to, performing bank reconciliations on a monthly basis, obtaining invoices and proper approvals before disbursement of funds, and retain evidentiary support for auditor review. That the district retains copies of all checks for deposit for proper audit trail and proof of receipt.

Mr. Allison responded to each of the audit findings and reviewed the elements of the Corrective Action Plan to be filed to preclude recurrence of these findings.

2010-01: A single aggregated payment was made against a number of related invoices based upon receipt of certification from the ordering department that the entire order had been received. A few items on that order had in fact not been received and were no longer available from the supplier and an invoice had not been sent. When the error was discovered the district applied for and received a refund for the overpayment. Corrective Action: All future payments will be checked by two individuals to ensure that all invoices have been received before checks are issued.

2010-02: The Township of Barnegat notified the district in mid June 2010, that it did not have sufficient funds on hand to pay the full second June tax levy installment due before the end of the school year. That left a tax levy receivable at June 30, 2010, which resulted in the audit recommendation. Correction Action: Aggressive tracking and follow-up collection procedures have been put in place to ensure timely payment of tax levy payments when due.

2010-03: Significant and measurable improvements have been put in place since the prior year to ensure accountability and control for the Student Activity funds for the high school and middle school. Accounts are being reconciled on a monthly basis. Administrator approvals are being obtained before disbursements are made. The testing this year, however, revealed that a vendor signature had not been obtained prior to a disbursement in excess of the regulatory quotation threshold for one account, and copies of checks received as a result of fund raisers were not being copied and filed to substantiate deposits by either activity fund. Corrective Action: Added training has been provided to account custodians to ensure knowledge of all requirements. Periodic reviews will be conducted during the year by Board Office staff to ensure implementation.

XIII. **SUPERINTENDENT'S MOTIONS:**

Mr. Bing: We have four contracts for the Facilities Supervisor of Building, IPM and Energy Education; Facilities Supervisor – Grounds and Emergency Management; Technology Coordinator and the Transportation Coordinator for approval tonight.

CONFIDENTIAL

1. Motion to approve contract for Facilities Supervisor – Buildings, IPM and Energy Education
2. Motion to approve contract for Facilities Supervisor – Grounds and Emergency Management Contact
3. Motion to approve contract for Technology Coordinator
4. Motion to approve contract for Transportation Coordinator

Mrs. Taylor: So moved.

Mr. Mihalik: Second

Mr. Adorno	Yes
Mr. Cloke	Yes
Mr. Mihalik	Yes
Mrs. Taylor	Yes
Mrs. Sarno	Abstain
Mr. Houser	Yes
Mrs. Becker	Yes

XIV. APPROVAL OF MINUTES (withdrawn)

~~1. Motion to approve the Regular Minutes from the Regular meeting of November 16, 2010.~~

XV. **FINANCE COMMITTEE – MOTIONS:**

1. Motion to approve December bills in the amount of $695,636.34 and November payroll in the amount of $2,522,243.64.

2. Motion to approve hand checks written for November in the amount of $169,352.00.

3. Motion to approve the Monthly Report of the Treasurer (A-149) for October, 2010.

4. Motion to approve the Monthly Report of the Secretary (A-148) for October, 2010.

5. Motion to approve the Transfer Report for October, 2010.

6. Motion to approve the following Homebound Instruction students:

STUDENT	SCHOOL	DURATION
AE	BHS	11/9/10 to 1/9/11
JH	BHS	11/23/10 – 12/1/10
NJ	BHS	11/23/10 – 12/1/10
GL	BHS	11/23/10 – 12/1/10
KP	BHS	11/2/10 – 12/6/10 (extended)
DA	BHS	12/21/10 – 2/8/11
KS	BHS	12/2/10 – 12/8/10
SC	BHS	10/1/10 - 12/6/10 (extended)

CONFIDENTIAL

7. Motion to approve the following workshops:

NAME	TITLE	WORKSHOP	Dates	Location	FEE	MILEAGE	TOLLS/PKG.	TOTAL
L. Parrot	BHS	ACC Student Learning in SS	1/4/11	Cherry Hill, NJ	$199.00	$26.66	0	$225.66
A. Majewski	BHS	Lay Responder Ins. Course	1/4-7/11	Tinton Falls, NJ.	$200.00	0	0	$200.00
C. Scrimenti	Curriculum	Legal One: Super/Eval.	1/13/11	Monroe Twp, NJ	$147.00	$34.72	0	$181.72
R. Morrill	B&G	In. Air Quality Symposium	1/12-15/11	Washington, DC	$1,000	0	0	$1,000.00

8. Motion to approve the following Out of District Placements:

NAME	PLACEMENT	TUITION	TRANSPORTATION
HG	Woods Services Program, Langhorne, PA (residential placement)	$37,600.00 prorated – 235 days @ $160.00 per day	NA
JE	Coastal Learning Center in S.T.E.P. program	$31,486.42 prorated – 133 days @ $236.74 per day	$7,192.64 prorated – 133 days @ $54.08 per day
ZB	Coastal Learning Center	$37,168.18 – 157 days at $236.74 per day	$8,490.56 prorated – 157 days @ $54.08 per day

9. Motion to accept funds ($2,000) from the Wintrode Family Foundation to be used for Family Reading Night on January 20, 2011.

10. Motion to approve the Inter-Local Services Agreement for two Law Enforcement Officers (SRO) for the 2010 – 2011 school year at a cost of $58,066.32 per officer.

11. Motion to appoint Rich Morrill as the SAIF Safety Coordinator for the 2010-2011 school year.

12. Motion to appoint Dean Allison, Business Administrator as School Alliance Insurance Fund Commissioner for the 2010-2011 school year.

13. Motion to accept the Comprehensive Annual Financial Report for Fiscal Year ended June 30, 2010, the audit findings of Holman & Frenia, P.C., and to approve the Corrective Action Plan for the recommendations detailed in the audit presentation and as detailed on the Audit Synopsis distributed to the public.

CONFIDENTIAL

14. **Resolution**

Whereas, State statute, NJSA 54:4-75 et seq, provides for the obligation of the governing body of each municipality to timely provide payment of school moneys to the local Board of Education;

Whereas, the Barnegat Township School District and the Township of Barnegat agreed to a specific time schedule for payment of school monies for the 2010-2011 school year;

Whereas, the Township of Barnegat has failed to timely comply with the scheduled payment of school moneys to the School District on several occasions over an extended period of time;

Whereas, this noncompliance by the Township is reflected negatively in the School District audit;

Whereas, while the School District wishes to continue to work cooperatively and in conjunction with the Township of Barnegat for the benefit of all taxpayers of Barnegat Township, the School District can no longer allow for noncompliance with the scheduled payment of school moneys to the local Board of Education;

Whereas, State law requires the governing body of the Township of Barnegat, to immediately borrow sufficient money to timely pay school moneys to the District if there shall not be sufficient funds in the treasury available for such payments;

Now, therefore, be it resolved, on this 7th day of December, 2010, the Barnegat Township Board of Education authorizes legal counsel for the District to write to the Township attorney and demand that action be taken on behalf of the Township by its governing body to comply with the funding schedule, and to insure said compliance by immediately borrowing sufficient monies, if necessary, in the future. The communication shall indicate that any continued noncompliance will leave the District no alternative but to seek judicial intervention to compel compliance.

Mr. Houser: Read the Resolution, #14 under Finance, into the record to ensure that the public is aware that this issue is yet another challenge that must be addressed by the Board.

Mrs. Becker: May I have a Motion to approve Finance Motions 1-14?

Mrs. Taylor: So moved.

Mr. Adorno: Second

Mr. Adorno	No to #10; Abstain on #1-5; Yes to others.
Mr. Cloke	No to #10; Yes to others
Mr. Mihalik	Yes
Mrs. Taylor	Yes
Mrs. Sarno	No to #10; Yes to others

CONFIDENTIAL

Mr. Houser Yes
Mrs. Becker Yes

XVI. EDUCATION COMMITTEE – MOTIONS:

1. Motion to readmit DK into BHS

   DK was expelled last year along with two other students. The other students were placed in alternative schools. He is a special education student. Dr. Saxton would like to see him returned to BHS. His attitude toward school has changed for the better in the year that he has been gone.

2. Motion to approve BHS half-days for mid-terms January 24-27, 2011.

Mrs. Becker: May I have a Motion to approve Education Committee Motion #1?

Mrs. Taylor: So moved.

Mrs. Sarno: Second

Mr. Adorno Yes
Mr. Cloke Yes
Mr. Mihalik Yes
Mrs. Taylor Yes
Mrs. Sarno Yes
Mr. Houser Yes
Mrs. Becker Yes

Mrs. Becker: May I have a Motion to approve Education Committee Motion #2?

Mrs. Sarno: So moved.

Mrs. Taylor: Second

Mr. Adorno Yes
Mr. Cloke Yes
Mr. Mihalik Yes
Mrs. Taylor Yes
Mrs. Sarno Yes
Mr. Houser Yes
Mrs. Becker Yes

XVII. PERSONNEL COMMITTEE – MOTIONS:

1. Approve hiring the following PT Elementary Teacher @ CSCS for the 2010-2011 S/Y

   Jennifer Meyer – PT Elementary Teacher - CSCS
   Certification: Elementary School Teacher - Standard
   Salary - $24,294/Step 1 (pro-rated)

CONFIDENTIAL

Effective: 12/8/10 – 6/30/11
Justification – filling position due to transfer
Acct #11-230-100-101-01 Ext 11403

2. Approve hiring the following after school activities personnel at the JTDS for the 2010-2011 school year. (5) (Contract rate not to exceed budgeted amount)

Employee	Position	Stipend or OT Rate
1. Mary Grace Herring	Student Council Advisor	$38.75/hr
2. Jennifer Appice 3. Marilyn Dino 4. Nora Green 5. Lisa Dada	Academic Assistance	$38.75/hr

Acct #11-401-100-100-08 Ext 12083

3. Approve hiring the following personnel at the ROBMS for the 2010-2011 school year. (1) (Contract rate not to exceed budgeted amount)

Employee	Position	Stipend or OT Rate
1. Melissa Hayes	ASK-8 Math Assistance	$1,184

Acct #11-401-100-100-15-1300 Ext 11798

4. Approve hiring the following positions for the Curriculum Department for the 2010-2011 S/Y (6) Names of teachers will go before the January 18, 2011 meeting.

<u>Family Reading Night being held January 20, 2011</u>

2 teachers – lead facilitators @ $350 each
4 teachers – facilitators @ $175 each
Monies to cover the stipends donated by the Wintrode Family Foundation

<u>Family Math & Science Night held in early February</u>

8 teacher facilitators – 4 ½ hrs x $162 per teacher = $1,296
1 library tech – 4 ½ hrs x $18 = $81
Acct # 11-120-100-101-50 Ext 11364

5. Approve hiring the following personnel for the Second Grade Quarterlies for the 2010-2011 S/Y (Contract rate not to exceed budgeted amount)

1. Susan Harkness - $400.00

Account – Summer Curriculum – Ext 12095

6. Approve the following certified staff transfers for the 2010-2011 S/Y

1. Todd Gagnon (music teacher) – BHS to CSCS & LMDS
2. Anthony Orecchio (music teacher) – CSCS & LMDS to BHS
   Effective Date: January 3, 2010

CONFIDENTIAL

Mrs. Becker: May I have a Motion to approve Personnel Committee Motions 1-6?

Mr. Mihalik: So moved.

Mr. Adorno: Second

Mr. Adorno	Yes
Mr. Cloke	Yes
Mr. Mihalik	Yes
Mrs. Taylor	Yes
Mrs. Sarno	Yes
Mr. Houser	Yes
Mrs. Becker	Yes on #1-5 and abstain on #6

XVIII. **OLD BUSINESS**

Mrs. Becker: Is there any Old Business? Seeing none, we will move on to Adjournment.

XIX. **ADJOURNMENT**

Mrs. Becker: May a have a Motion to adjourn?

Mr. Mihalik: So moved.

Mrs. Taylor: Second

Mr. Adorno	Yes
Mr. Cloke	Yes
Mr. Mihalik	Yes
Mrs. Taylor	Yes
Mrs. Sarno	Yes
Mr. Houser	Yes
Mrs. Becker	Yes

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Dean Allison
Business Administrator/Board Secretary

CONFIDENTIAL