

**NEPTUNE CITY BOARD OF EDUCATION  
NEPTUNE CITY, NEW JERSEY 07753**

August 23, 2011  
7:00 P.M.

Neptune City School District  
Woodrow Wilson School

**BUSINESS MEETING MINUTES**

**I. CALL TO ORDER**

This is an open public Meeting of the Neptune City Board of Education. In accordance with Chapter 231, Public Law of 1975, adequate advance written notice of the Meeting was made by posting the Board Calendar of Meetings in the Main Office of the Woodrow Wilson School, and by delivery to the Coaster, the Asbury Park Press and the Neptune City Municipal Clerk.

As a courtesy, please turn off cell phones and refrain from conversations in the meeting room.

**II. ROLL CALL**

Board Members

Mr. Sullivan	<u>  X  </u>	Mr. Zakerowski	<u>  X  </u>	Mr. Pondaco	<u>  X  </u>
Mrs. Oppegaard	<u>  X  </u>	Mr. Susino	<u>  X  </u>	Ms. Frostick	<u>  X  </u>
Mr. Burr	<u>  X  </u>	Mrs. Rust	<u>  X  </u>		<u>      </u>

Others Present

Mrs. Hamilton	<u>  X  </u>	Mr. Folk	<u>  X  </u>
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**III. FLAG SALUTE**

**IV. PRESENTATIONS**

**V. CAUCUS**

Motion by E. Zakerowski and seconded by C. Oppegaard to go into caucus to discuss personnel, chief school administrator and board member at 7:02 p.m.

Board Members

Mr. Sullivan	<u>  X  </u>	Mr. Zakerowski	<u>  X  </u>	Mr. Pondaco	<u>  X  </u>
Mrs. Oppegaard	<u>  X  </u>	Mr. Susino	<u>  X  </u>	Ms. Frostick	<u>  X  </u>
Mr. Burr	<u>  X  </u>	Mrs. Rust	<u>  X  </u>		<u>      </u>

Motion by E. Zakerowski and seconded by R. Burr to reconvene from caucus at 7:30 p.m.

Board Members

Mr. Sullivan	<u>  X  </u>	Mr. Zakerowski	<u>  X  </u>	Mr. Pondaco	<u>  X  </u>
Mrs. Oppegaard	<u>  X  </u>	Mr. Susino	<u>  X  </u>	Ms. Frostick	<u>  X  </u>
Mr. Burr	<u>  X  </u>	Mrs. Rust	<u>  X  </u>		<u>      </u>

**VI. PUBLIC FORUM ON AGENDA ITEMS**

Public comments should be directed to the President. Commentators should present themselves in a loud clear voice and state their name and address or affiliation.

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**VII. MINUTES**

MOTION, The Board of Education approves the Minutes of the Regular Meeting of July 26, 2011

Motion:   R. Burr   Second:   A. Susino  .

All in Favor   X   Oppose                   .

**VIII. ADMINISTRATION AND COMMITTEE REPORTS**

A. CHIEF SCHOOL ADMINISTRATOR'S REPORT

MOTION, The Board of Education approve the Chief School Administrator's Report as per Document A, as posted

Motion:   A. Susino   Second:   L. Frostick  .

All in Favor   X   Oppose                   .

B. CORRESPONDENCE - DOCUMENT B

MOTION, The Board of Education receive and file all items listed under Correspondence as per Document B, as posted

Motion: C. Oppegaard Second: R. Burr.

All in Favor X Oppose \_\_\_\_\_.

IX. BOARD PRESIDENT AND COMMITTEE REPORTS:

Board President

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B. Sullivan thanks the Board for their participation in National Night Out  
and also for their assistance, especially Mrs. Frostick, for Neptune City Day

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X. CAUCUS

Motion by E. Zakerowski and seconded by A. Susino to go into caucus to discuss personnel at 7:32 p.m.

Board Members

Mr. Sullivan	<u>X</u>	Mr. Zakerowski	<u>X</u>	Mr. Pondaco	<u>X</u>
Mrs. Oppegaard	<u>X</u>	Mr. Susino	<u>X</u>	Ms. Frostick	<u>X</u>
Mr. Burr	<u>X</u>	Mrs. Rust	<u>X</u>		

Motion by E. Zakerowski and seconded by A. Susino reconvene from caucus at 7:35 p.m.

Mr. Sullivan	<u>X</u>	Mr. Zakerowski	<u>X</u>	Mr. Pondaco	<u>X</u>
Mrs. Oppegaard	<u>X</u>	Mr. Susino	<u>X</u>	Ms. Frostick	<u>X</u>
Mr. Burr	<u>X</u>	Mrs. Rust	<u>X</u>		

C. EDUCATION

DISCUSSION - Held committee meeting to discuss job descriptions

RESOLVE, The Board of Education approve the items listed under Education as per Document C - 1

Motion: A. Rust Second: C. Oppegaard

Mr. Sullivan	<u>__X__</u>	Mr. Zakerowski	<u>__X__</u>	Mr. Pondaco	<u>__X__</u>
Mrs. Oppegaard	<u>__X__</u>	Mr. Susino	<u>__X__</u>	Ms. Frostick	<u>__X__</u>
Mr. Burr	<u>__X__</u>	Mrs. Rust	<u>__X__</u>		<u>      </u>

D. FINANCE

RESOLVE, The Board of Education approve the items listed under Finance as per Document C - 2

Motion: E. Zakerowski Second: A. Susino

Mr. Sullivan	<u>__X__</u>	Mr. Zakerowski	<u>__X__</u>	Mr. Pondaco	<u>__X__</u>
Mrs. Oppegaard	<u>__X__</u>	Mr. Susino	<u>__X__</u>	Ms. Frostick	<u>__X__</u>
Mr. Burr	<u>__X__</u>	Mrs. Rust	<u>__X__</u>		<u>      </u>

E. POLICY

DISCUSSION - Committee met to review Code of Conduct

RESOLVE, The Board of Education approve the items listed under Policy as per Document C - 3

Motion: C. Oppegaard Second: A. Susino

Mr. Sullivan	<u>__X__</u>	Mr. Zakerowski	<u>__X__</u>	Mr. Pondaco	<u>__X__</u>
Mrs. Oppegaard	<u>__X__</u>	Mr. Susino	<u>__X__</u>	Ms. Frostick	<u>__X__</u>
Mr. Burr	<u>__X__</u>	Mrs. Rust	<u>__X__</u>		<u>      </u>

F. PUBLIC RELATIONS

DISCUSSION - None

MOTION - None

RESOLUTION - None

G. PERSONNEL

RESOLVE, The Board of Education approve the items listed under  
Personnel as per Document C - 5

Motion: C. Oppegaard Second: M. Pondaco

Mr. Sullivan	<u> X </u>	Mr. Zakerowski	<u> X </u>	Mr. Pondaco	<u> X </u>
Mrs. Oppegaard	<u> X </u>	Mr. Susino	<u> X </u>	Ms. Frostick	<u> X </u>
Mr. Burr	<u> X </u>	Mrs. Rust	<u> X </u>		<u> </u>

(Mr. Burr abstains vote for Timothy Urig which name is listed under Personnel #1.)

H. FACILITIES

RESOLVE, The Board of Education approve the items listed under  
Facilities Committee as per Document C - 6

Motion: R. Burr Second: E. Zakerowski

Mr. Sullivan	<u> X </u>	Mr. Zakerowski	<u> X </u>	Mr. Pondaco	<u> X </u>
Mrs. Oppegaard	<u> X </u>	Mr. Susino	<u> X </u>	Ms. Frostick	<u> X </u>
Mr. Burr	<u> X </u>	Mrs. Rust	<u> X </u>		<u> </u>

**XI. REPORT ON NEPTUNE TOWNSHIP BOARD OF EDUCATION MEETING**

C. Oppegaard reported it is her understanding that Neptune High School received notice that they made AYP

**XII. OLD BUSINESS**

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**XIII. NEW BUSINESS**

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Cafeteria steps repairs were complete \_\_\_\_\_

Springdale Avenue was going to be repaved on August 25th and should be complete by \_\_\_\_\_  
the opening of school \_\_\_\_\_

The attendance officer is checking on all new enrollments \_\_\_\_\_

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**XIV. PUBLIC PARTICIPATION**

Public comments should be directed to the President. Commentators should present themselves in a loud clear voice and state their name and address or affiliation.

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**XV. CAUCUS**

Motion by A. Rust and seconded by C. Oppegaard to go into caucus to discuss personnel and chief school administrator at 8:23 p.m.

Board Members

Mr. Sullivan	<input checked="" type="checkbox"/>	Mr. Zakerowski	<input checked="" type="checkbox"/>	Mr. Pondaco	<input checked="" type="checkbox"/>
Mrs. Oppegaard	<input checked="" type="checkbox"/>	Mr. Susino	<input checked="" type="checkbox"/>	Ms. Frostick	<input checked="" type="checkbox"/>
Mr. Burr	<input checked="" type="checkbox"/>	Mrs. Rust	<input checked="" type="checkbox"/>		<input type="checkbox"/>

**XVI. MOTION TO ADJOURN**

Motion: A. Susino

Second: R. Burr.

All in Favor \_\_\_\_\_

Oppose \_\_\_\_\_.

Time: \_\_\_\_\_ P.M.

Neptune City Board of Education  
Tuesday August 23, 2011  
Business Meeting 7:00 P.M.

## **Chief School Administrator's Report:**

Agenda:

### Discussion

School Summer Activities and thank you to the Staff and Monmouth University Students  
School Opening Activities - In-Service  
ADP Algebra End of Course Exam  
Report of District Performance: Special Education  
Curriculum Writing Update  
Code of Conduct  
Job Descriptions

### Approval (s):

See Section C

### School Information:

New Student Orientation - Wednesday, August 31, 2011 at 11:00 a.m.

Professional Days - Thursday, September 1 and Tuesday, September 6, 2011

Kindergarten Orientation - Tuesday, September 6, 2011 at 11:00 a.m.

First Day of School - Wednesday, September 7, 2011

8th Grade Magazine Fundraiser to begin September 13, 2011

Picture Day - All Grades on September 14, 2011; picture retake on November 29, 2011

Assembly - SEEK 911 Program - September 20, 2011 Grade 1 - 9 am - 11 am

Back-to School Night - Thursday, September 22, 2011 - 7:00 p.m.

PTO meeting - September 28, 2011, 7:00 p.m.



Neptune City Board of Education  
Tuesday August 23, 2011  
Business Meeting 7:00 P.M

**Informational Material:**

1. Enrollment Projections for School Year 2011-2012 as of August 19, 2011

Kindergarten	38
1st Grade	42
2nd Grade	44
3rd Grade	42
4th Grade	36
5th Grade	42
6th Grade	36
7th Grade	50
8th Grade	42
Preschool	3
Self-Contained	<u>8</u>

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2. 2011 Boys' and Girls' Soccer Schedule
3. Comprehensive Maintenance Plan for 2011-2012
4. Standing Orders for 2011-2012
5. Staff In-Service Agenda for September 1 & 6, 2011 (*was not available at August meeting but want to list here for next year*)

**CORRESPONDENCE**

**August 23, 2011**

- 1) Thank you letter from Neptune City Police Department regarding National Night Out held on August 2, 2011
- 2) Letter from NJ Department of Education regarding the Annual Public Report of Local District Performance (Special Education) for the 2009-2010 school year

Neptune City Board of Education  
August 23, 2011  
Business Meeting

**1. EDUCATION**

RESOLUTIONS

1. To approve waivers for substandard classroom for the 2011/2012 school year:  
No toilet facilities in the Preschool Disabled classroom.
2. To approve Neptune City Board of Education Standing Orders for 2011-2012
3. To approve workshop for Jacqueline Kelly to attend Autism New Jersey Annual Conference on October 14, 2011 at a cost of \$100.00.

*ACTION FOLLOWUP* \_\_\_\_\_.

**2. FINANCE**

RESOLUTIONS

1. That the amount of district taxes, exclusive of debt service requirements needed to meet the obligations of this Board for the next eight weeks is \$463,999.50 and the Mayor and Council is hereby requested to place in the hands of the Treasurer of School Moneys that amount within the next thirty days in accordance with the statutes relating hereto.
2. To approve the Payment of Bills per attached.
3. To approve Payroll Vouchers per attached.
4. To approve Monthly Budget Certification Pursuant to N.J.A.C.6A:23-2.11(c)3, I, William Folk, Board Secretary certify that as of July 31, 2011, no budgetary line item account has obligations (contractual orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.A.C.6A:23- 2.11(a). Through the adoption of this resolution, we, the Neptune City Board of Education, pursuant to N.J.A.C. 6:6A:23-2-11(c)4, certify that as of July 31, 2011 after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been overexpended in violation of N.J.A.C. 6A:23-2.11(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
5. To approve the Monthly Secretary's and Treasurer's Reports per attached
6. To approve payment of cafeteria bills.
7. To approve transfer of appropriations.
8. To approve Dowling Food Service as Food Service Vendor for 2011-2012 School Year Management fee \$8,667 + \$2,500 (Administration fee). Charge is \$2.75 for lunch and \$1.25 for breakfast. No increase from prior year.
9. To approve Board Members and Administration to attend the New Jersey School Boards Conference held in Somerset, NJ on October 24, 25, & 26, 2011.
10. To approve the Tuition Contract between the Neptune City Board of Education and Neptune Township for the 2011-2012 School Year at a tentative tuition charge of \$10,000.00 per student based upon an estimated average daily enrollment of 110

full-time students.

- 11. To approve the Tuition Contract between the Neptune City Board of Education and Neptune Township for the 2011-2012 School Year at a tentative tuition charge of \$5,000.00 per student based upon an estimated average daily enrollment of 14 shared-time students.
- 12. To approve Service Agreement with Systems Sales - 10/1/11 - 9/30/11 at a cost of \$1,250.00.
- 13. To approve Jointure Transportation Contracts between Neptune City Board of Education and Neptune Township Board of Education regarding transportation services for the 2011-2012 ESY school year:

	<u>Route</u>	
Children's Center - Summer	CCL1	\$ 643.50
Children's Center - Summer	CC13	\$ 1,560.00
Harbor School - Summer	HB15	\$ 840.00
School for Children - Summer	SFC2	\$ 4,819.68
Emergency New Road School - Summer	ESNR	\$ 2,598.00
Rugby School - Summer	RGB2	\$ 1,050.38
Search Day Program - Summer	SDP	\$ 985.14
Ladacin - Summer	SHRS	\$ 3,494.27
New Road School - Summer	NJ27	<u>\$ 2,120.85</u>
		\$18,111.82

- 14. To approve Jointure Transportation Contracts between Neptune City Board of Education and Avon Board of Education regarding transportation services for the 2011-2012 school year as follows:

	<u>Route</u>	
2011-2012 School Year	AVON1	\$ 4,500.00

- 15. To approve contract between Preferred Home Health Care and Neptune City Board of Education for professional nursing services for two students for the 2011-2012 school year for the period 9/1/2011 - 10/31/2011 at a rate of \$52/hour for RN services or \$42/hour for LPN services. Also approve contract between Bayada Nursing and Neptune City Board of Education for professional nursing services for two students for the 2011-2012 school year for the period 9/6/2011 - 10/31/2011 at a rate of \$54.50/hour for RN services or \$44.50/hour for LPN services.
- 16. To approve tuition contract with Monmouth County Vocational School for the 2011-2012 school year as follows:

Academy of Allied Health & Science	\$5,800.00
Biotechnology High School	\$5,800.00
Career Center	\$5,000.00
Class Academy	\$5,500.00
Communications High School	\$5,800.00
High Technology High School	\$5,800.00
KIVA High School	\$10,000.00
Marine Academy of Science & Technology	\$5,800.00
Shared-Time Regular Education	\$ 750.00

17. To approve Tuition Contract with Neptune City Board of Education and Howell Township Board of Education for the 2011-2012 School Year for one student at an annual tuition cost of \$39,170.00.

*ACTION FOLLOWUP*\_\_\_\_\_.

**3. POLICIES**

1. To approve first reading on the following Regulations:

2361 Acceptable Use of Computer Network/Computers and Resources  
5600 Pupil Discipline/Code of Conduct

2. To approve second reading and adoption on the following Policies:

0144 Board Member Orientation and Training (Revised)  
3125.2 Employment of Substitute Teachers (New)  
5350 Pupil Suicide Prevention (Revised)  
5512 Harassment, Intimidation and Bullying (Revised Policy/New Regulation)  
5600 Pupil Discipline/Code of Conduct (Revised/Policy Only)  
8461 Reporting Violence, Vandalism, Harassment, Intimidation, Bullying,  
Alcohol and Other Drug Abuse (Revised)

3. To approve the Job Description for Detention Monitor

*ACTION FOLLOWUP*\_\_\_\_\_.

**4. PUBLIC RELATIONS**

RESOLUTIONS

None

*ACTION FOLLOWUP*\_\_\_\_\_.

**5. PERSONNEL**

RESOLUTIONS

1. To approve the hiring of the following as substitute teachers (with Teaching License) for the 2011-2012 school year:  
Erica Bard, Michaele Balzarano, Melissa Casner, Susan Cousins, Joanne Cowan, Elizabeth Eastin, Camie Eldridge, Marjorie Leeds, Joy Puzino, Stephanie Raphalides, Suzanne Reibrich, Anne Shea, and Gregory Uberto.

To approve the hiring of the following as substitute teachers (with Substitute Certificate) for the 2011-2012 school year:

Donna Boris, Robert Brown, Megan Jardine, Laurie McEvoy, Bridgid Loveland, Samantha Miller, Kimberly Misner, Louis Trocchio, and Timothy J. Urig.

2. To approve Kathleen Curto, Nancy Gilson, Marianne Gokberk, Patricia Mannion, Kimberly Misner and Mary Frances Murphy as substitute nurses for the school year 2011-2012.
3. To approve Charles Tidd as a Technology Consultant at a rate of 73.00/hour.
4. To approve the following volunteers for the 2011-2012 school year:  
Lori McEvoy and Dolores Ayers
5. To approve the emergent hiring of Beth Benjamin as Grade 7/8 Mathematics Teacher at Step H+MA+30 at a salary pending ratification of negotiated agreement and pending completion of a criminal history check and the applicant's attestation that she has not been convicted of any disqualifying crime pursuant to N.J.S.A.18A:6-4.13

*ACTION FOLLOWUP* \_\_\_\_\_.

**6. FACILITIES**

RESOLUTIONS

1. To approve 2011/2012 Comprehensive Maintenance Plan

*ACTION FOLLOWUP* \_\_\_\_\_.