

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

April 28, 2016
6:00 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

Mrs. Oppegaard	<u> X </u>	Mrs. Lewis	<u> X </u>	Mr. Lopez	<u> X </u>
Mr. Susino	<u> X </u>	Mr. Calhoun	<u> X </u>	Ms. Mordaunt	<u> X </u>
Mrs. Houllier	<u> X </u>	Mr. Cousins	<u> X </u>	Mrs. Smith	<u> X </u>

Others Present

Dr. Mercora	<u> X </u>	Mr. Folk	<u> X </u>
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III. FLAG SALUTE

IV. PRESENTATIONS

V. 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.

None

VI. CAUCUS

A motion by A. Susino and seconded by G Cousins to go into caucus to discuss personnel at 6:30 p.m.

Mrs. Oppegaard	<u> X </u>	Mrs. Lewis	<u> X </u>	Mr. Lopez	<u> X </u>
Mr. Susino	<u> X </u>	Mr. Calhoun	<u> X </u>	Ms. Mordaunt	<u> X </u>
Mrs. Houllier	<u> X </u>	Mr. Cousins	<u> X </u>	Mrs. Smith	<u> X </u>

A motion by A. Susino and seconded by G Cousins to reconvene from caucus at 6:35 p.m.

Mrs. Oppegaard	<u> X </u>	Mrs. Lewis	<u> X </u>	Mr. Lopez	<u> X </u>
Mr. Susino	<u> X </u>	Mr. Calhoun	<u> X </u>	Ms. Mordaunt	<u> X </u>
Mrs. Houllier	<u> X </u>	Mr. Cousins	<u> X </u>	Mrs. Smith	<u> X </u>

VII. BUDGET

Resolution by G. Cousins and seconded by A. Susino to amend the budget to include an increase in the appropriation for health insurance in the amount of \$28,000.00

Board Members

Mrs. Oppegaard	<u> X </u>	Mrs. Lewis	<u> X </u>	Mr. Lopez	<u> X </u>
Mr. Susino	<u> X </u>	Mr. Calhoun	<u> X </u>	Ms. Mordaunt	<u> X </u>
Mrs. Houllier	<u> X </u>	Mr. Cousins	<u> X </u>	Mrs. Smith	<u> X </u>

Comments from Public:

- J. Gunderson - Questioned bonds
- R. Burr - Debt service refunding status

Resolution by G. Cousins and seconded by A. Susino to open the hearing on the budget at 6:05 p.m.

Board Members

Mrs. Oppegaard	<u> X </u>	Mrs. Lewis	<u> X </u>	Mr. Lopez	<u> X </u>
Mr. Susino	<u> X </u>	Mr. Calhoun	<u> X </u>	Ms. Mordaunt	<u> X </u>
Mrs. Houllier	<u> X </u>	Mr. Cousins	<u> X </u>	Mrs. Smith	<u> X </u>

Resolution by A. Susino and seconded by L. Houllier to close the hearing on the budget at 7:16 p.m.

Board Members

Mrs. Oppegaard	<u> X </u>	Mrs. Lewis	<u> X </u>	Mr. Lopez	<u> X </u>
Mr. Susino	<u> X </u>	Mr. Calhoun	<u> X </u>	Ms. Mordaunt	<u> X </u>
Mrs. Houllier	<u> X </u>	Mr. Cousins	<u> X </u>	Mrs. Smith	<u> X </u>

Mrs. McGuigan - questioned Home Health Insurance
 Mrs. Foy - why doesn't Health Insurance pay for health services instead of school?

VIII. RESOLUTION TO ADOPT THE BUDGET

NEPTUNE CITY BOARD OF EDUCATION
 RESOLUTION TO ADOPT BUDGET
 2016-2017
 April 28, 2016

RESOLVED that the Neptune City Board of Education includes in the proposed budget the adjustment for increased costs of health benefits in the amount of \$51,688. The additional funds are included in the base budget and will be used to pay for the additional increases in health benefits.

WHEREAS, the Neptune City Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.2 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel as defined in NJAC 6A:23A-1.2, which includes attendance at regularly scheduled in-State county meetings, Department or Association sponsored events or in-State professional development activities for which the registration fee does not exceed \$150.00 per employee or board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds \$1,500 in a given school year (July 1 through June 30); and

WHEREAS, the Neptune City Board of Education established \$9,100.00 as the maximum travel amount for the current school year and has expended \$2,374.00 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23A-7.3, to a maximum expenditure of \$8,000.00 for all staff and board members for the 2016-2017 school year.

BE IT RESOLVED that the revised budget be adopted for the 2016-2017 School Year using the 2016-2017 state aid figures.

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2016-17 Total Expenditures	8,918,160	242,500	711,700	9,872,360
Less: Anticipated Revenues	<u>2,700,663</u>	<u>242,500</u>	<u>177,647</u>	<u>3,120,810</u>
Taxes to be Raised	<u>6,217,497</u>	<u>-0-</u>	<u>534,053</u>	<u>6,751,550</u>

Resolution by M. Lewis and seconded by G. Cousins to adopt budget

Board Members

Mrs. Oppegaard	<u> X </u>	Mrs. Lewis	<u> X </u>	Mr. Lopez	<u> X </u>
Mr. Susino	<u> X </u>	Mr. Calhoun	<u> X </u>	Ms. Mordaunt	<u> X </u>
Mrs. Houllier	<u> X </u>	Mr. Cousins	<u> X </u>	Mrs. Smith	<u> X </u>

IX. MINUTES

MOTION, The Board of Education approves the Minutes of the Special Meetings on March 3 and March 14, 2016, and Minutes of the Regular Meeting on March 24, 2016

Motion: C. Mordaunt Second: A. Susino

All in Favor X Oppose _____

X. 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: C. Mordaunt Second: A. Susino .

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: D. Calhoun Second: C. Lewis .

All in Favor X Oppose .

XI. BOARD PRESIDENT AND COMMITTEE REPORTS:

Board President

-
- 1) Urge all to view NJSBA website for mandatory training

 - 2) May 14th - Mrs. Oppegaard will attend delegate assembly

 - 3) Congratulate our High School students on their accomplishments

 - 4) June 20th - Neptune High School Graduation

 - 5) Mr. Susino reported on roundtable meeting with our representatives to the State Assembly.

C. EDUCATION

DISCUSSION - Minutes from Education Committee from April 20, 2016

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

Motion: L. Houllier Second: A. Susino .

Mrs. Oppegaard	<u> X </u>	Mrs. Lewis	<u> X </u>	Mr. Lopez	<u> X </u>
Mr. Susino	<u> X </u>	Mr. Calhoun	<u> X </u>	Ms. Mordaunt	<u> X </u>
Mrs. Houllier	<u> X </u>	Mr. Cousins	<u> X </u>	Mrs. Smith	<u> X </u>

D. OPERATIONS

DISCUSSION - Minutes from Operations Committee from April 19, 2016

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

Motion: D. Calhoun Second: S. Cousins

Mrs. Oppegaard	<u>X</u>	Mrs. Lewis	<u>X</u>	Mr. Lopez	<u>X</u>
Mr. Susino	<u>X</u>	Mr. Calhoun	<u>X</u>	Ms. Mordaunt	<u>X</u>
Mrs. Houllier	<u>X</u>	Mr. Cousins	<u>X</u>	Mrs. Smith	<u>X</u>

E. PUBLIC RELATIONS

DISCUSSION - Attended seminar with Dr. Mercora on How to Handle Emergencies, etc.
- Board of Recreation meeting to be scheduled

MOTION - None

RESOLUTION - None

F. PERSONNEL

DISCUSSION Minutes from Personnel Committee from April 19, 2016

RESOLVE, The Board of Education approve the items listed under
Personnel as per Document C - 4

Motion: _____ Second: _____

Mrs. Oppegaard	<u>X</u>	Mrs. Lewis	<u>X</u>	Mr. Lopez	<u>X</u>
Mr. Susino	<u>X</u>	Mr. Calhoun	<u>X</u>	Ms. Mordaunt	<u>X</u>
Mrs. Houllier	<u>X</u>	Mr. Cousins	<u>X</u>	Mrs. Smith	<u>X</u>

XII. REPORT ON NEPTUNE TOWNSHIP BOARD OF EDUCATION MEETING

No attendance

XIII. OLD BUSINESS

None

XIV. NEW BUSINESS

L. Houllier - Commends new custodian and staff on the condition of the baseball field

M. Smith - Sweetheart dance was a "blast"

XV. 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.

Mrs. Foy - 8th grade trip; Graduation request that Mrts. Hansen present diploma; Behavior of students at baseball game was very poor

Mr. Gunderson - Attended Assembly budget meeting - suggests we need a contingent of parents to represent Neptune City at legislative sessions.

Mr. Zakerowski - thank you Board for all the good work you do

XV. MOTION TO ADJOURN

Motion: G. Cousins

Second: A Lopez

All in Favor X

Oppose _____

Time: 7:38 P.M.

Neptune City Board of Education
Wednesday April 28, 2016
Business Meeting 6:00 P.M

Chief School Administrator's Report:

Agenda:

Enrollment

<u>February</u>	<u>March</u>	<u>Schools</u>
132	133	Neptune Senior High School
3	3	Poseidon High School
12	12	High Tech (1); Allied Health (6); Wall Communications (3); BioTechnology (2)
28	28	Red Bank High School For Performing Arts (12); Information Technology (3); Academy of Finance (3); Academy of Engineering (5); Family/Consumer Science (5)
1	1	Class Academy
23	23	Special Education: Out of District
368	363	Neptune City
<hr/>		
567	563	Total Enrollment

Fire Drills: 3/9/16 - Active Shooter; 3/10/16 & 4/4/16– Fire Drill; 4/4/16 - Shelter in Place

Student Suspension Report: None - February

Student Suspension Report: Four - March

Missing Child Report: None - February

Missing Child Report: None - March

Enrollment Report for February: 368 Neptune City

Enrollment Report for March: 363 Neptune City

Discussion

PARCC Update

End of School Update

Class trips to library

Interview process for Social Worker

NCPD will have an active shooter drill at our school on May 12, 2016

Administrative Staff Day

Approval (s)

1. See Section C

Staff In-Service

None

Reports Filed

None

1. Enrollment as of March 31, 2016
2. Nurses' report for March, 2016
3. Bullying Report for March, 2016
4. Personnel Committee Minutes - 4/19/16
5. Operations Committee Minutes - 4/19/16
6. Education Committee Minutes - 4/20/16

CORRESPONDENCE

April 28, 2016

- 1) Letter from Ocean First regarding denial of grant proposal
- 2) Letter from Coastal Learning Center regarding provision of meals to our students at no cost.
- 3) Letter from Jaclyn Cancela regarding Maternity Leave of Absence.
- 4) Letter from Jessica Johnson regarding Maternity Leave of Absence.
- 5) Letter from Assemblyman Houghtaling and Assemblywoman Downey extending gratitude for attending their roundtable meeting with Assembly Budget Chairman Schaer on April 12, 2016.

Neptune City Board of Education
April 28, 2016
Business Meeting

1. EDUCATION

RESOLUTIONS

1. To reaffirm bullying report for March, 2016 as submitted by Lisa Emmons and there were no incidents in April, 2016
2. To approve workshop for Cathleen Williams, Speech Language Teacher, 2016 NJSHA Convention on April 14-15, 2016, in Long Branch at a cost of \$350.00

ACTION FOLLOWUP _____.

2. OPERATIONS

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 \$548,476.25 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 March 31, 2016, 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 March 31, 2016 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 for the month of March, 2016
6. To approve payment of cafeteria bills.
7. To approve transfer of appropriations.
8. To approve establishment of a change fund in the amount of \$25.00.
9. To approve submission of corrective action - Statement of Assurances for School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act
10. **SEMI Assurances Neptune City Board of Education:**

The following:

LEA ASSURANCES AND APPLICATION FOR CERTIFICATION**SPECIAL EDUCATION-MEDICAID INITIATIVE (SEMI): REIMBURSEMENT SYSTEM MEDICAID ELIGIBLE PUPILS, AGES 3 TO 21: FISCAL YEARS 2015-2016 and 2016-2017**

Assurances: The applicant hereby assures the SEA that for each pupil included in the Special Education-Medicaid Initiative:

1. There is an individualized education program (IEP) in place for each pupil who received related services.
2. The LEA has established a goal of providing a free appropriate public education (FAPE) for all pupils with disabilities.
3. All policies, procedures and programs for children with disabilities in the LEA are consistent with 34 Code of Federal Regulations (CFR) Parts 99 and 300 and 74-80 Education Department General Administrative Regulations (EDGAR).

4. The LEA has developed policies and implemented procedures consistent with New Jersey Administrative Code (N.J.A.C.) 6A:32, Pupil Records; and 6A:14-1.2, 1.3, and 2.3, Special Education.
 5. There are written reports, signed and dated by certified/licensed practitioners, as appropriate, for all special education evaluation/reevaluation services provided to pupils.
 6. All professional services (e.g., psychological counseling, physical therapy) which are billed and required in a pupil's IEP are delivered by appropriately certified school practitioners who meet Medicaid requirements.
 7. There is documentation of the services (specifically: date of service; type of service; signature of certified practitioner) provided to each special education pupil.
 8. The provision of service(s) is in accordance with the pupil's IEP.
 9. There is documentation for transportation that has been provided to pupils to enable them to receive services associated with special education.
 10. The LEA will develop written procedures and internal controls pertaining to the maintenance and provision of required documentation to support all claims to Medicaid and; the LEAs will identify a district contact person who will have responsibility for the project.
 11. The LEA billing information for Medicaid will be limited to services allowed in the Initiative and will be submitted in a timely manner, according to requirements established by the state.
 12. The LEA intends to be proactive in obtaining informed, written parental consent (a) for sharing personally identifiable pupil information (e.g., name, address, date-of-birth, social security number); service data (e.g.; physical therapy) classification and placement, with the departments of Education, Human Services, and Treasury and their agents (e.g.; rate development or billing agents), as necessary; and (b) for submitting billing information to the State for special education services delivered to each of the LEA's Medicaid-eligible pupils for whom consent has been received.
 13. Annually, as part of the district's independent audit, the Medicaid billing information and supporting documentation are to be reviewed and the independent auditors are to be permitted access to necessary pupil records and to district financial statements relating to the Initiative.
11. **Data Sharing Agreement SEMI 2015-16 and 2016-17:**
The following:
Whereas, the Neptune City School District (hereinafter referred to as "School District"), located in Neptune City, New Jersey, and serves the students of The Borough of Neptune City, provides education and related health services to enrolled students, including services compensated under the New Jersey Medicaid program; and
Whereas, Public Consulting Group (PCG) is a consulting firm performing Medicaid reimbursement services for the New Jersey Department of the Treasury; and
A. Whereas, PCG, in performing said Medicaid services, also assists Neptune City School District to identify students with Medicaid, to calculate the Medicaid eligibility rate (MER), to submit Medicaid claims, and to develop more effective Medicaid outreach programs;

B. Therefore, for mutual benefit and consideration duly acknowledged by both parties to this Agreement, it is hereby agreed as follows:

C.1. Neptune City School District will provide PCG, as its agent for performing the services described above, access to student files for the sole purpose of carrying out said services.

D.2. PCG will act as agent for Neptune City School District for the sole purpose of properly performing the Medicaid-related services described above.

E. TERM: PCG will provide the said services with respect to the school quarter **beginning July through September, 2016** and will continue to provide said services until the agreement is terminated by either party following thirty (30) days advance notice.

F. INDEMNIFICATION: PCG will indemnify and hold Neptune City School District harmless from all claims, losses, expenses, fees, including attorney fees, costs and judgments that may be asserted against Neptune City School District as a result of any negligence by PCG in performing services under this agreement.

G. CONFIDENTIALITY: PCG agrees to take reasonable steps to ensure the physical security of data that comes under its control and to abide by all pertinent laws and regulations relating to confidentiality of such data.

H. APPLICABLE LAW: This Agreement is governed by the laws of the State of New Jersey.

12. To approve Coastal Learning Center to continue providing meals for our students at no cost. *N.J.A.C. 6A:23-4.5(A)20 required Private Schools for Students with Disabilities who provide student meal (ii) to apply for funding by the Child Nutrition Program administered by the New Jersey Department of Agriculture, and (iii) to charge students who receive paid and reduced meals under eligibility criteria established by the Child Nutrition Program - unless these requirements are specifically waived on an annual basis by a majority of sending school districts.*

The Board hereby resolves that Coastal Learning Center has not applied for or received funding from the Child Nutrition Program as administered by the New Jersey Department of Agriculture. The Board further resolves that Coastal Learning Center shall not charge students for paid and reduced meals in accordance with the income eligibility criteria established by the Child Nutrition Program as administered by the NJ Department of Agriculture.

13. To approve contract between Preferred Home Health Care and Neptune City Board of Education for professional nursing services for two students for the 2016-2017 school year for the period 7/1/2016 - 6/30/17 at a rate of \$92/hour for RN services for two students or \$77/hour for LPN services for two students.
14. To approve Contract between Neptune City Board of Education and Trinitas Children's Therapy Services for occupational therapy at a rate of \$85.75/hour for the 2016-2017 school year.
15. To approve an Emergency Facility Access Agreement between Neptune City Board of Education and Monmouth County LINCS Agency for use of private facilities for mass prophylaxis/vaccinations.

ACTION FOLLOWUP _____.

3. PUBLIC RELATIONS

RESOLUTIONS

None

ACTION FOLLOWUP _____.

4. PERSONNEL

RESOLUTIONS

1. To approve, upon the recommendation of the CSA, Colleen Curto as Playground Monitor at a rate of \$33.98/hour retroactive to April 4, 2016.
2. To approve, upon the recommendation of the CSA, Margo O'Connor to write the curriculum for ELA, Grades 1 - 3 per contract stipend.
3. To approve, upon the recommendation of the CSA, Amy Byrne as a substitute teacher for the 2016-2017 school year pending completion of paperwork.
4. To approve the following nontenured teachers for the 2016-2017 school year:
 Lee Michael Keeling
 Bethany O'Brien
 Margaret O'Connor
 Irene Tsambas
 Cathleen Williams
 Ashli Kravarik
 Elyse Sansone
 Jacqui Tinik
 Valerie Levy
 Melissa Murphy
 Colleen Curto
5. To approve, upon the recommendation of the CSA, the substitute teacher process for Kristina Santella and Lori McEvoy.
6. To approve payment to Jaclyn Cancela as National Junior Honor Society Advisor in the amount of \$1098.00 for 2014-2016 school years.
7. To approve Family Medical Leave September 1 through November 30, 2016 and Maternity Leave of Absence effective December 1 through June 30, 2017 for Jaclyn Cancela.
8. To approve personnel for Preschool Summer Enrichment Program: Preschool Teacher: Colleen Curto - \$41.78/hr; Paraprofessional: Lindsay Gough - \$14.50/hr; and Kristina Santello - \$14.50/hr; School Nurse: Michelle Lynn - \$44.64/hr; and Speech: Cathy Williams - \$58.45. Also, Physical Therapy - All Available Therapy - \$80/hr. Program runs July 11 - August 5, 2016; 8:15 - 11:15 a.m.
9. To approve, upon the recommendation of the CSA, the hiring of Caitlin Dunaj, as Teacher, Step B+MA, salary to be determined according to contract, for the 2016-2017 school year.
10. To approve Family Medical Leave September 1 through November 30, 2016 and Maternity Leave of Absence effective December 1 through June 30, 2017 for Jessica Johnson.
11. To approve, upon recommendation of the CSA, the hiring Caitlin Dunaj as Substitute Teacher for the 2015-2016 school year.

ACTION FOLLOWUP _____.