

**EAGLESWOOD TOWNSHIP BOARD OF EDUCATION  
MEETING MINUTES  
August 15, 2011  
LIBRARY – 7:00 P.M.**

**CALL TO ORDER:**

The meeting is opened by Suzanne D'Ambrosio, President of the Board of Education at 7:00 PM in the Library.

"This is a regular meeting of the Eagleswood Township Board of Education and is being conducted in public and in accordance with the Open Public Meeting Law of 1975. Notice of this meeting has been posted in the municipal offices, designated public buildings, and advertised in approved publications. Time and date of meetings are as specified in a resolution adopted by the Board of Education at the Organization Meeting on May 2, 2011."

**ROLL CALL:**

**BOARD MEMBERS:**

Suzanne D'Ambrosio, President	Present: x	Absent:
Michael Pasternak, Vice-President	Present: x	Absent:
Jan Blum, Member	Present: x	Absent:
Kimberly Pharo, Member	Present: x	Absent:
Scott Rodas, Member	Present:	Absent: x

**ADMINISTRATION:**

Deborah Snyder, Superintendent	Present: x	Absent:
Allison Bogart, Business Adm.	Present: x	Absent:

**EXECUTIVE SESSION:**

"Motion to adjourn to Executive Session under the Open Public Meeting Law of 1975 the meeting is adjourned to Executive Session to discuss personnel and related matters. Those decisions which can be made public at this time will be made a part of the public meeting after reconvening."

Moved:	M. Pasternak					
Second:	K. Pharo					
Roll Call:	S. D'Ambrosio	Yes	K. Pharo	Yes	S. Rodas	n/a
		<u>          </u>	J. Blum	<u>Yes</u>		<u>          </u>
Time:	M. Pasternak	<u>Yes</u>				
	7:02PM					

**RETURN TO OPEN MEETING:**

Motion to return to public session and reopen meeting.

Moved:	K. Pharo					
Second:	M. Pasternak					
Roll Call:	S. D'Ambrosio	Yes	K. Pharo	Yes	S. Rodas	n/a
		<u>          </u>	J. Blum	<u>Yes</u>		<u>          </u>
Time:	M. Pasternak	<u>Yes</u>				
	7:30PM					

Matters being made public: None at <sub>1</sub> this time

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**OTHERS PRESENT:** See Attached List

**FLAG SALUTE**

**BOARD SESSION/OPEN FLOOR:**

**PUBLIC SESSION –**

Please note that members of the public may address the board only during the public portion of the meeting, and may speak for a maximum of five minutes.

- **Aramark Presentation – Mr. Eric Colebaugh & Mrs. Tina Mosher**
  - **Food Service Program Annual Report**

Mr. Colebaugh introduced Mrs. Mosher as the new Food Service Director for our district and how happy he is to be having her take the position. Mrs. Mosher expressed her excitement to be working with us and looking forward to the year ahead. They presented the financial reports for the 2010-11 school year and the proposed plan for the 2011-12 school year.

- **Ms. Snyder introduced Ms. Carla Stefanelli-Gonzales as the new Teacher of the Handicapped and Mr. Brian Mathis as the new part-time evening custodian. Both will be put forth for approval later this evening.**
- **Mr. Breese, coordinator of the local Flag Football League gave an update in the status of the league’s registration process and explained that the start date has been moved up to the beginning of October to accommodate registration events that will be held in September. He is also working on purchasing equipment to line the fields and is looking forward to getting that taken care of in the near future.**

**Motion to close public session.**

Moved:	K. Pharo					
Second:	M. Pasternak					
Roll Call:	S. D’Ambrosio	Yes	K. Pharo	Yes	S. Rodas	n/a
	M. Pasternak	<u>Yes</u>	J. Blum	<u>Yes</u>		<u>                    </u>

**1. APPROVAL OF MINUTES:**

Motion to approve minutes of the following meetings:

1. Regular Session – 7/18/11
2. Executive Session – 7/18/11

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Moved:	J. Blum					
Second:	M. Pasternak					
Roll Call:	S. D'Ambrosio	Yes	K. Pharo	Yes	S. Rodas	n/a
	M. Pasternak	<u>Yes</u>	J. Blum	<u>Yes</u>		<u>                    </u>

**2. SUPERINTENDENT’S REPORT/POWERPOINT PRESENTATION:**

- **Presentation - Harassment, Intimidation, and Bullying**

**Ms. Snyder presented the new Harassment, Intimidation, and Bullying policies and procedures as they apply to the district. She specifically went over definitions, the role of the Anti-Bullying Specialist and the Anti-Bullying Coordinator, and the responsibilities of the Board of Education.**

**After the presentation Mr. Pasternak asked that we please confirm that all necessary parties are trained properly including bus drivers, mentors, and cafeteria staff, and that we ensure that we receive confirmation on the certification for every outside vendor that has direct contact with our students.**

**REPORTS: None for Month of July**

1. Monthly Student Attendance Report
2. Student Enrollment
3. Staff Attendance - Monthly & Year-to-Date
4. Health Report
5. Fire Drills
6. Attendance Officer’s Report

**3. CORRESPONDENCE:**

1. Letter to Board President from Governor Christie re: pension and benefit reform
2. Letter from Office of Special Education Programs re: “Meet Requirements” status for Annual Local District Performance Report.

**The Board was very happy to hear that once again we have met the requirements for our Special Education Programs and encouraged Ms. Snyder to keep up the good work.**

**4. BUSINESS REPORT:**

**TRANSFERS – None for this month**

1. Pursuant to 18A:22-8.1, the 3 Business Administrator recommends

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budgetary transfers as attached.

**FINANCIAL REPORTS:**

2. Motion to accept the following financial reports:
  - a. None at this time

**BILLS LIST**

3. Motion to approve the Bills List of 8/15/11 in the amount of \$28,149.26  
Motion to approve Health Insurance Payment of \$19,071.01  
Motion to approve payroll for 7/15/11 & 7/30/11

**CERTIFICATION OF LINE ITEMS**

4. Pursuant to N.J.A.C. 6:2-2.13(e), the Board certifies that after review of the Secretary's Monthly Financial Report and upon consultation with the appropriate district officials that to the best of its knowledge no major account or funds has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

**That all Business items be approved as presented:**

Moved:	M. Pasternak					
Second:	J. Blum					
Roll Call:	S. D'Ambrosio	Yes	K. Pharo	Yes	S. Rodas	n/a
	M. Pasternak	<u>Yes</u>	J. Blum	<u>Yes</u>		<u>                    </u>

**5. PERSONNEL:**

**On the recommendation of the Superintendent that the following personnel/professional development be approved:**

1. Approval: To accept letter of resignation from Mrs. Dot Levay, effective September 1, 2011.

**The Board was very remiss to hear of Mrs. Levay's retirement and knows it will be a great loss to the district. They wish Mrs. Levay a very happy retirement.**

2. Approval: To accept letter of resignation from Mr. William Carosia, effective August 31, 2011.
3. Approval: 2011-2012 School Year Professional Development for Allison Bogart. \$350.00 for 5 sessions as follows:
  - ESCO – Energy Savings Improvement Program – August 18,2011, Robbinsville, NJ
  - School Business Administrator 101 – September 22, 2011, DoubleTree, Mt Laurel, NJ
  - Fiscal Issues – February 2, 2012, DoubleTree, Mt Laurel, NJ
  - Purchasing – March 15, 4 2012, DoubleTree, Mt Laurel, NJ

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- Audit & CAFR Preparation – June 25, 2012, DoubleTree, Mt Laurel, NJ
4. Approval: To hire Brian Mathis as Part Time, 10 Month Evening Custodian at a salary of \$11,400 annually (23.75 hours per week at \$12/hr), Monday- Friday from 4PM – 8:45PM.
  5. Approval: To hire Colleen Dengel as a Part Time, 10 Month One-on-One Special Education Aide at a salary of \$9,000 annually (4.5 hrs per day, 5 days per week), Monday – Friday from 9:00AM - 1:30PM.
  6. Approval: To hire Helen Lally as a Part Time, 10 Month Kindergarten Classroom Aide at a salary of \$9,000 annually (4.5 hrs per day, 5 days per week), Monday – Friday from 9:30AM – 2:00PM.
  7. Approval: To appoint Mrs. Kathy Lee as district Anti -Bullying Specialist as per Policy 5512 - Harassment, Intimidation, and Bullying
  8. Approval: To appoint Mrs. Deborah Snyder as district Anti-Bullying Coordinator as per Policy 5512 – Harassment, Intimidation, and Bullying.
  9. Approval: To hire **Carla Stefanelli-Gonzales** as Teacher of the Handicapped effective September 1, 2011, at Step 1 **MA** on the salary guide with an annual salary of **\$46,251.00**.
  10. ~~TABLEDED Approval: To hire \_\_\_\_\_ as a Part Time Speech Teacher effective September 1, 2011, for 24 hrs per week (4 days per week, 6 hours per day) at Step 1BA on the salary guide prorated to \$31,200.00 annually.~~
  11. Approval: That the following Student Teachers be approved for the 2011-2012 SY:
    - Amy Salib – Grade 1
    - Nancy Bragg – Grade 3
    - Justin VanBerkel – PE/Health

**That all Personnel items be approved as presented:**

Moved:	J. Blum				
Second:	K. Pharo				
Roll Call:	S. D'Ambrosio	Yes	K. Pharo	Yes	S. Rodas n/a
	M. Pasternak	<u>Yes</u>	J. Blum	<u>Yes</u>	<u>                    </u>

**6. FACILITIES:**

1. Informational: Ocean County Department of Corrections grounds cleanup project will take place on August 14<sup>th</sup> and 20<sup>th</sup>.
2. **Facility Use Application: 6<sup>th</sup> Grade Car Wash – September 17, 2011 from 8:00AM – 3:00PM**

**That all Facilities items be approved as presented:**



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2. Approval: Agreement with Pinelands Regional High School to enter into a shared services arrangement for food service under the auspice of the NJ Dept of Child Nutrition, using Aramark as the food service provider for the 2011-2012 school year.
3. Approval: To increase the lunch meal price from \$2.00 to \$2.05 for the 2011-2012 school year as per the directive from the USDA and the NJ Department of Education. Breakfast prices will remain the same.
4. Informational: Teacher Assignments for 2011-2012 School Year

**Ms. Snyder announced that the teacher assignment for the 2011-2012 school year are as follows:**

- **Pre-K – Mrs. Hall**
- **Kindergarten – Mrs. Mahon**
- **1<sup>st</sup> Grade – Mrs. Colleen Lee**
- **2<sup>nd</sup> Grade – Mrs. Vreeland**
- **3<sup>rd</sup> Grade – Mr. Palladino**
- **4<sup>th</sup> Grade – Ms. Candurra**
- **5<sup>th</sup> Grade – Mrs. Meszaros**
- **6<sup>th</sup> Grade – Mrs. Frame**
- **BSI – Ms. Nicosia**
- **Resource Room – Mrs. Moore**
- **Self Contained – Mrs. Carla Stefanelli-Gonzales**

5. Approval: Back to School Night will be held on September 21, 2011, 7:00 PM. PTA will set up a membership table. Possible Girl/Boy Scout enrollment table may be present.
6. Informational: School pictures will be held on September 15, 2011.
7. Approval: Special Education Tuition Contract between Eagleswood Township Board of Education and Lehman School for one special education student (R.J.) for the 2011-2012 school year in the amount of \$63,555.00 plus an additional \$17,052.99 in extraordinary services for a total of \$80,607.99.

**Mr. Blum inquired what exactly extraordinary services entail. Ms. Bogart explained that that is the expense for the student's one on one aide as required by his IEP. Mr. Blum also wanted to know if this included the expense for the student's transportation. Ms. Bogart explained that no, that is a separate contract to be approved at a later date. The amount is expected to be approximately \$15,000.00**

8. Discussion/Approval: To eliminate daily notification to parents of substitutes in district.
9. Discussion/Approval: To reimburse Board members for the cost of the criminal history background investigation required by Assembly Bill 444.
10. Informational: Insurance claim for damaged technology equipment resulting from July 29, 2011 severe weather.
11. **Discussion: QSAC Fall 2011 – Board Member Volunteer**

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**Ms. Snyder explained that the district will be going through the QSAC process again this Fall and asked for one Board Member to volunteer for the required QSAC Committee. Mrs. D’Ambrosio volunteered for the position.**

**That all New Business items be approved as presented:**

Moved:	J. Blum					
Second:	K. Pharo					
Roll Call:	S. D’Ambrosio	Yes	K. Pharo	Yes	S. Rodas	n/a
	M. Pasternak	<u>Yes</u>	J. Blum	<u>Yes</u>		<u>                    </u>

**10. EXECUTIVE SESSION:**

"Motion to adjourn to Executive Session under the Open Public Meeting Law of 1975 the meeting is adjourned to Executive Session to discuss personnel and related matters. Those decisions which can be made public at this time will be made a part of the public meeting after reconvening."

Moved:	K. Pharo					
Second:	M. Pasternak					
Roll Call:	S. D’Ambrosio	Yes	K. Pharo	Yes	S. Rodas	n/a
	M. Pasternak	<u>Yes</u>	J. Blum	<u>Yes</u>		<u>                    </u>
Time:	8:25PM					

**RETURN TO OPEN MEETING:**

Motion to return to public session and reopen meeting.

Moved:	J. Blum					
Second:	M. Pasternak					
Roll Call:	S. D’Ambrosio	Yes	K. Pharo	Yes	S. Rodas	n/a
	M. Pasternak	<u>Yes</u>	J. Blum	<u>Yes</u>		<u>                    </u>
Time:						

Matters being made public: **None at this time**

**PUBLIC SESSION/OPEN FLOOR:**

Please note that members of the public may address the board only during the

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public portion of the meeting, and may speak for a maximum of five minutes.

None at this time

**FURTHER BUSINESS:**

None at this time

**ADJOURNMENT ON MOTION:**

There being no further business the meeting of the Eagleswood Township Board of Education is adjourned.

Moved:	K. Pharo					
Second:	J. Blum					
Roll Call:	S. D'Ambrosio	Yes	K. Pharo	Yes	S. Rodas	n/a
	M. Pasternak	<u>Yes</u>	J. Blum	<u>Yes</u>		<u>                    </u>
Time:	8:34PM					

Respectfully submitted:

\_\_\_\_\_  
Allison Bogart  
Business Administrator/Board Secretary

\*Attachments to minutes will be placed in a separate addendum book.

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