

MINUTES

Regular Meeting

June 24, 2019

The Regular Meeting of the Bay Head Board of Education convened Monday June 14, 2019 at 6:30 P.M. at the Bay Head School, 145 Grove Street with President, Benjamin Hinds presiding. Pursuant to the New Jersey Open Public Meetings Act, prior notice of this meeting was posted in the Borough Hall on January 11, 2019 and delivered to *The Ocean Star* and *Asbury Park Press*, official newspapers of the Board.

Mr. Hinds led the Pledge of Allegiance to the Flag.

Members Present President, Benjamin Hinds; Vice President, Mrs. Sandra Antognoli; Mr. Barry Pearce; Mrs. Shannon Curtis; Mr. Eric Pritchard. Also present were Dr. Peter Morris, Superintendent; Mr. Frank Camardo, Principal; Mrs. Patricia A. Christopher, School Business Administrator; Ms. Laurie M. Considine, Board Secretary.

Members Absent None

At 6:30 PM RESOLUTION FOR EXECUTIVE SESSION, a Motion was offered by Mrs. Curtis and seconded by Mr. Pritchard to adjourn to closed session for discussions relating to matters of litigation, personnel, students, and contracts.

Re-hiring non-teaching staff; Reducing a position; Tuition Student Applications; Shared Services Contracts; Door Proposals.

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

Reconvene from Closed Session at 5:08 PM the board reconvened from closed session.

Correspondence was presented for the board's review.

Public Comment on Agenda Items None

Board Member Committee Reports:

Curriculum: Nothing at this time.

Technology: Mrs. Curtis reported that the new phone system was installed.

Budget/Finance:

Mrs. Christopher reported we are in the process of closing out the fiscal year.

Personnel/Negotiations

Mr. Hinds reported we are re-hiring the non-teaching staff for the 2019-2020 school year.

Buildings/Grounds:

Mrs. Curtis reported we are looking into repairing the portico and replacing the doors in the school. Mrs. Curtis added that new flooring is being installed in the third grade classroom.

Policy: Nothing at this time.

Community Relations:

Mr. Pearce reported that Davey Jones Day was held on June 8th and Brenner Hinds was the recipient of the Jerry Hayes Jr. Memorial Scholarship.

Delegate/Legislative:

Nothing to report.

Athletics:

Mrs. Curtis asked that a reminder be sent out for physicals over the summer.

RECOMMENDATIONS FROM THE SUPERINTENDENT

Compliances A motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to approve the following items for the ensuing school year:

Right to Know Officer	Mr. Mark Bish
504 Officer	Miss Maria Wills
Anti-Bullying Coordinator	Mrs. Jana Phelps
Affirmative Action Officer	Mrs. Jana Phelps
Custodian of Records(OPRA)	Ms. Laurie Considine
IPM Coordinator	Mr. Mark Bish
Indoor Air Quality Compliance Officer	Mr. Mark Bish
AHERA Coordinator and	
Asbestos Management Officer	Mr. Mark Bish
Safety and Health Designee	Mr. Mark Bish
Chemical Hygiene Officer	Mr. Mark Bish
New Jersey SMART Liaison	Mrs. Sheri Trainor

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

A motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to approve the following four (5) **Professional Services** for July 1, 2019 through June 30, 2020:

1. **Board Auditor** Retain Robert A. Hulsart & Company as Board Auditor at the fee of \$6,700.
2. **Board Attorney** To retain Mr. David M. Casadonte, Esq. as Board attorney at an annual retainer of \$3,000 and an hourly rate of \$125 per hour. No contract increase.
3. **Labor Attorney** To retain Douglas Kovats from Kenney, Gross, Kovats and Parton as Labor Attorney, as needed.
4. **Health and Safety Services** To approve Rullo and Julliett, Inc. for the 2019-2020 Right to Know Services and AHERA Services.
5. **Architect of Record** To hire The Spiezle Architectural Group as the Architect of Record for the 2019-2020 school year.

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

Legal Depositories A motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to approve the following financial institution be designated as depositories for monies of the Bay Head Board of Education and Bay Head School accounts for July 1, 2019 – June 30, 2020:

Manasquan Savings Bank
New Jersey Cash Management Fund
Wells Fargo
TD Finance

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

Signatories A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to approve the following items:

1. **General Operating Account** BE IT RESOLVED, the President, Vice President, Business Administrator, 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 (three signatures required).
2. **Payroll Account** BE IT RESOLVED the Treasurer of School Monies or Board Secretary or Business Administrator 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 (two signatures required).
3. **Bay Head School Fund** BE IT RESOLVED the Principal, Business Administrator, 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 (two signatures required).
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 and Treasurer to sign and endorse warrants and drafts drawn on the Manasquan Savings Bank, legal depository for the scholarship.
5. **Additional Accounts** BE IT RESOLVED the Building Principal, Business Administrator and Board Secretary and be empowered to sign and endorse all warrants and drafts drawn on the following additional accounts (two signatures required).
 Bay Head School Student Council Fund – Manasquan Savings Bank
 Bay Head School Athletic Fund – Manasquan Savings Bank

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to approve the following items for July 1, 2019 – June 30, 2020:

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. for payroll processing service.

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

Security Drill Statement of Assurance A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to approve the Security Drill Statement of Assurance for submission to the Executive County Superintendent of Schools upon successful completion of the required drills by June 30, 2019.

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

Qualified Purchasing Agent A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to approve a RESOLUTION to appoint Mrs. Patricia A. Christopher as the Qualified Purchasing Agent.

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

*****MOTION TABLED ***2019-2020 Tuition Students** A Motion to approve the following tuition students for the 2019-2020 school year:

Grade K, 2 students

Temporary Summer Help A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to hire Mark Bish, Jr as temporary summer help at the rate of \$10.25 per hour.

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

Employee Contracts 2019-2020 A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to approve contracts or hourly rates for the following employees for the 2019-2020 school year:

- Mark Bish, Facilities Manager \$77,250
- Patricia Mullins, Clerk \$5,400
- Henry Solarte Munoz, Custodian \$29,120 (\$14 per hour)
- Thomas DisPoto, Part-time Custodian \$12.60 per hour
- Patricia Wojcik, School Treasurer \$2,185
- Dr Paul Farrell, School Physician \$2,217
- Attendance Officer, as designated by the Bay Head Police Department, \$1,163
- Sonjia Johnson, Paraprofessional \$31,864
- Sheri Trainor, Administrative Assistant \$46,000
- Laurie Considine, Board Secretary \$70,802
- Frank Camardo, Principal \$110,000

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to approve the following items:

1. **Part-time Paraprofessional – Tatiana Silva** A Motion to hire as a part-time Paraprofessional for the 2019-2020 school year at a salary of \$12,923 (28 hours per week, \$12.75 per hour, 181 days).
2. **Part-time Paraprofessional – Caitlyn Puglisi** A Motion to hire as a part-time Paraprofessional for the 2019-2020 school year at a salary of \$10,154 (22 hours per week, \$12.75_ per hour, 181 days).

3. **Part-time Paraprofessional – Suzanne Toohey** A Motion to re-hire Suzanne Toohey as a part-time Paraprofessional at a salary of \$11,538 (25 hours per week, \$ 12.75, per hour, 181 days).

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

Advertise Part-Math Position A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to retroactively approve advertising for a Part-time Math Teacher Position (40% time).

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

2019-2020 Salary Adjustment A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to adjust the salary of Jana Phelps, Guidance Counselor, from full-time to 60% time. The new salary for the 2019-2020 school year is \$41,569, Step 9 MA+30 60%.

AYE: HINDS, PEARCE, CURTIS, PRITCHARD

NAY: NONE

ABSTAIN: ANTOGNOLI

RECOMMENDATIONS FROM THE BOARD SECRETARY/BUSINESS ADMINISTRATOR

Approval of Minutes A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to waive the public reading and approve the minutes of the following:

May 28, 2019

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis 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 May 31, 2019, 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 May 31, 2019 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 May 31, 2019 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: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to approve the following item:

1. **List of Bills** A Motion to approve RESOLUTION:
BE IT RESOLVED by the Board of Education of Bay Head that bills totaling \$152,492.66 for the 2018-2019 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: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

End of Fiscal Year - Financial Recommendations: A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to approve the following two items:

1. **Line Account Transfers** To approve line account transfers for the 2018-2019 school year prior to year-end close as submitted to the Executive County Superintendent of Schools as per S1701.
2. **Closing Entries** To authorize the Business Administrator/Board Secretary to ratify all account codes used during the 2018-2019 school year in accordance with New Jersey Department of Education's GAAP accounting guidelines and for federal grant applications and requirements; and to conduct necessary closing entries to establish accounts payable, accounts receivable and prior year purchase orders.

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

Year End Accounting Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to authorize payment of post-Board meeting final bills for the 2018-2019 school year and transfers to bring all accounts in to balance as of June 30, 2019. Additionally to approve transfers of up to \$100,000 to anticipated surplus to Capital Reserve and up to \$75,000 of anticipated surplus to Maintenance Reserve as of June 30, 2018. Specifics of these transactions, if any, will be provided for ratification at a subsequent board meeting.

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

Annual Insurance Proposal A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to approve the annual insurance proposal from Holmes and McDowell, Broker of Record, for the standard renewal premiums, including NJSIG, Bollinger and Beazley for the 2019-2020 school year.

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to approve the following two items:

1. **Summer Transportation** A motion to approve an agreement with Point Pleasant Beach Board of Education to provide transportation (PPBS#1) for one student to Harbor School in Eatontown, NJ effective July 8, 2019 through August 16, 2019 at a rate of \$103 per diem.
2. **Summer Transportation** A motion to approve an agreement with the Point Pleasant Beach Board of Education to provide transportation for one student

to the G. Harold Antrim school effective July 2, 2019 through August 16, 2019.

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

Shared Services Agreement 2019-2020 Lavallette BOE Business Administrator Services

A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to approve a Shared Services Agreement for Business Administrator Services with the Lavallette Board of Education for the 2019-2020 school year.

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

Shared Services Agreement – Lavallette BOE 2019-2020 Superintendent Services A

Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to approve a Shared Services Agreement for Superintendent Services with the Lavallette Board of Education for the 2019-2020 school year.

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

Shared Services Agreement Point Borough BOE 2019-2020 Technology Services A

Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to approve a Shared Services Agreement with the Point Pleasant Borough Board of Education for Technology Services for the 2019-2020 school year.

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

Special Education Tuition Contract Point Pleasant Borough

A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to approve a Special Education Tuition Contract between the Point Pleasant Borough Board of Education and the Bay Head Board of Education for the 2019-2020 school year.

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

Harbor School – Summer Placement

A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to approve a summer placement to the Harbor School, Eatontown, NJ for one student from July 8, 2019 through August 9, 2019.

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

NJ Schools Insurance Group – Resolution Indemnity and Trust Renewal Agreement A

Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to approve a RESOLUTION to approve an Agreement with the New Jersey Schools Insurance Group Resolution Indemnity and Trust Renewal Agreement, as presented.

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD

NAY: NONE

IDEA 2019-2020 A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to authorize the Superintendent to file for IDEA (Individuals with Disabilities Education Act) Consolidated Grant for fiscal year 2019 as follows:

Basic	\$27,836
Pre-School	660
Non-public share	<u>3,977</u>
Total	\$32,473

Also, that a.) The grant shall be implemented in accordance with the Fiscal year 2019 Notification of Grant Award and the approved FY 2019 IDEA Consolidated application, including assurances, filed with the NJDOE which was used as the basis for awarding the grant; b.) That the grant shall be administered and monitored in accordance with the appropriate state and federal regulations; and c.) That wherever the program supported with these funds involves the procurement of goods or services from vendors or consultants, written contracts between the Bay Head Board of Education and such vendors or consultants, and the award for such contracts, shall be in accordance with the provisions of NJSA 18A-1, et seq.

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD
 NAY: NONE

ESEA 2019-2020 A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to authorize the Superintendent to file for ESEA (Elementary and Secondary Education Act) Consolidated Grant for fiscal year 2020 as follows:

Title I	\$30,563
Title II Part A	\$ 3,647
Title IV	<u>\$10,000</u>
Total Allocation	\$44,210

Also, that a.) The grant shall be implemented in accordance with the Fiscal year 2019 Notification of Grant Award and the approved FY 2019 ESEA Consolidated application, including assurances, filed with the NJDOE which was used as the basis for awarding the grant; b.) That the grant shall be administered and monitored in accordance with the appropriate state and federal regulations; and c.) That wherever the program supported with these funds involves the procurement of goods or services from vendors or consultants, written contracts between the Bay Head Board of Education and such vendors or consultants, and the award for such contracts, shall be in accordance with the provisions of NJSA 18A-1, et seq.

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD
 NAY: NONE

Budget Adjustment 2019-2020 A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to approve an adjustment to the 2019-2020 to increase Fund 20 revenue by \$4,457 and to increase Fund 20 expenditures by \$4,457.

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD
 NAY: NONE

Proposal – C& M Doors A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to approve a proposal in the amount of \$9,290 from C&M Doors (lowest quote) for the replacement of four classroom doors. Other quotes: Frank Heckman \$13,125 and Repairs Unlimited \$12,450.

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD
 NAY: NONE

New Business None

Old Business None

Motions from the Floor

Board Meeting Date Change A Motion was offered by Mrs. Antognoli and seconded by Mrs. Curtis to move the July 23, 2019 Board of Education meeting to Monday, July 22, 2019 at 2:00 PM and to authorize advertising the change.

AYE: HINDS, ANTOGNOLI, PEARCE, CURTIS, PRITCHARD
NAY: NONE

Dr. Morris reported the following:

Enrollment as of June 12, 2019

Bay Head School	123 students
Point Pleasant Beach High School	30 students
Vocational School Students	2 students
Out of District	<u>2 students</u>
Total	157 students

Public Comment None

Motion to adjourn At 5:21 PM, a motion was offered by Mrs. Curtis, seconded by Mr. Antognoli and unanimously carried to adjourn the meeting.

Laurie M. Considine
Board Secretary