

LITTLE EGG HARBOR BOARD OF EDUCATION
DECEMBER 18, 2017
FROG POND ELEMENTARY SCHOOL - MULTI-PURPOSE ROOM
5:00 PM

I. CALL MEETING TO ORDER

Ms. Gina Frasca, Board President, will preside and voice the call to order.

Roll Call:

Mr. Becker _____ **Mr. Daleo** _____ **Dr. Gross** _____ **Mr. Maleski** _____
Mr. Moncrief _____ **Mrs. Palan** _____ **Ms. Frasca** _____

II. EXECUTIVE SESSION

BE IT HEREBY RESOLVED BY THE LITTLE EGG HARBOR BOARD OF EDUCATION to enter into a closed executive session for the purpose of discussing the matters checked below. Action may or may not be taken upon return to regular session. (check as applicable):

Matters involving personnel
 Contractual Matters
 Negotiations
 Anticipated Litigation
 Safety and Security
 OTHER: Statutory Confidential Matter Right to Receive Government Funds Invasion of Individual Privacy Collective Bargaining Agreement or Negotiations Acquisition of Property Investigations of Violations
 Attorney-Client Privilege Public Hearing Deliberations

Roll Call:

Mr. Becker _____ **Mr. Daleo** _____ **Dr. Gross** _____ **Mr. Maleski** _____
Mr. Moncrief _____ **Mrs. Palan** _____ **Ms. Frasca** _____

Motion Carries: Yes _____ **No** _____

III. PLEDGE OF ALLEGIANCE

IV. OPEN PUBLIC MEETINGS ACT

This is to advise the general public that in compliance with the open public meetings act the Little Egg Harbor Board of Education caused to be posted at the office of the Board of Education located at 307 Frog Pond Road, Little Egg Harbor, NJ and faxed on, January 5, 2017 to the Asbury Park Press, Atlantic City Press, Manahawkin Newspapers, and SandPaper and to the office of the Municipal Clerk of Little Egg Harbor, a meeting notice setting forth the time, date, and location of this meeting.

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V. APPROVAL OF AGENDA
RECOMMEND MOTION TO APPROVE AGENDA

RESOLVED that the Board of Education approve the regular meeting agenda for December 18, 2017.

Roll Call:

Mr. Becker _____ **Mr. Daleo** _____ **Dr. Gross** _____ **Mr. Maleski** _____
Mr. Moncrief _____ **Mrs. Palan** _____ **Ms. Frasca** _____

Motion Carries: Yes _____ **No** _____

VI. BOARD PRESENTATIONS

- District Volunteer of the Month - Mrs. Pauline Johnson
- Special Recognition - Mrs. Kelly Casillas
- FPE School Update - Christian Cairo, 6th grade student
- GJM School Update - Michael Mocarsky, 6th grade student
- Students of the Month
 - Frog Pond Elementary School - Mr. Troy Henderson, Principal
 - George J. Mitchell Elementary School - Mrs. Deborah Giannuzzi, Principal

VII. SUPERINTENDENT'S REPORT

- District Highlights

VIII. OPEN TO THE PUBLIC

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express with each statement made by a participant limited to three minutes as cited in Policy No. 0167.

The public may comment on any item on the agenda at this time. General public comment will occur later in the meeting.

IX. BOARD WORK SESSION

X. MINUTES
RECOMMEND MOTION TO APPROVE NOVEMBER 13TH MINUTES

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The minutes are presented for necessary correction and approval for the regular and executive meeting on November 13, 2017. (Attachment X)

Roll Call:

Mr. Becker _____ **Mr. Daleo** _____ **Dr. Gross** _____ **Mr. Maleski** _____
Mr. Moncrief _____ **Mrs. Palan** _____ **Ms. Frasca** _____

Motion Carries: Yes _____ **No** _____

XI. FINANCE

RECOMMEND MOTION TO APPROVE FINANCE ITEMS A THROUGH G

- A. **RESOLVED** that the Board of Education approve all bills and claims for December 2017, which have been examined by a member of the board and are presented for approval. (Attachment XI-A)
- B. **RESOLVED** that the Board of Education approve all Line Item Transfers and Adjustments as per attachments. (Attachment XI-B)
- C. **RESOLVED** that the Board of Education approve the Board Secretary's Monthly Certification: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of October 31, 2017, no major budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Little Egg Harbor Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2, and no budgetary line item has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a)1. In accordance with N.J.A.C. 6A:23A-16.10 (c)2, it is certified that there are no changes in anticipated revenue amounts and sources for the month of October. (Attachment XI-C)

Nicholas Brown
Board Secretary

November 27, 2017
Date

- D. **RESOLVED** that the Board of Education to approve the Board of Education's Monthly Certification: Pursuant to N.J.A.C. 6A:23A-16.10 (c)4, the Little Egg Harbor Board of Education certifies that as of October 31, 2017, and after review of the secretary's monthly financial report appropriations section as presented, and upon consultation with appropriate district officials, that to the best of the Board's knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

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- E. **RESOLVED** that the Board of Education acknowledges receipt of the Treasurer’s report and the Board Secretary’s report which are in agreement for the period ending October 31, 2017. (Attachment XI-E)
- F. **RESOLVED** that the Board of Education approve the payroll as follows:
 - o November 30, 2017 - \$802,942.36
 Gross pay includes gross pay, employer share of FICA and Medicare.
- G. **RESOLVED** that the Board of Education approve the travel and related expense reimbursement per policy. (Attachment XI-G)

Roll Call:

Mr. Becker _____ **Mr. Daleo** _____ **Dr. Gross** _____ **Mr. Maleski** _____
Mr. Moncrief _____ **Mrs. Palan** _____ **Ms. Frasca** _____

Motion Carries: Yes _____ **No** _____

RECOMMEND MOTION TO APPROVE FINANCE ITEMS H THROUGH M

- H. **RESOLVED** that the Board of Education approve jointure Contract through Monmouth Ocean Education Services Commission for the 2017-2018 School Year Out of District placements.

VENDOR	ROUTE	COST	TOTAL COST
R&D Transit	E7767 to George J. Mitchell School (Homeless)	\$192.15 Per Diem	Not to Exceed \$19,000.00

- I. **RESOLVED** that the Board of Education approve to accept the following donations made to the Little Egg Harbor School District:
 - a. To accept the donations from Mr. Tim Brewin, Manager at Walmart Supercenter in Little Egg Harbor of composition books, crayons, colored pencils and glue sticks. This donation is valued at \$300.00.
 - b. To accept donation from the Carnes Family in the amount of \$1,000 for the Little Egg Harbor Community School Drama Club.
- J. **RESOLVED** that the Board of Education accept the annual audit report (CAFR and AMR), and the synopsis of audit for the year ending June 30, 2017. There are no audit recommendations; therefore no corrective action plan is required. (Attachment XI-J)

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- K. **RESOLVED** that the Board of Education approve the three year contract beginning July 1, 2017 through June 3, 2020 with Tristate HVAC Equipment LLP in the amount of \$5,420.00 for services to the district's HVAC units. (Attachment XI-K)

- L. **RESOLVED** that the Board of Education acknowledge the Little Egg Harbor Board of Education Office Official Election results of November 7, 2017 as per the Ocean County Clerk. (Attachment XI-L)

- M. **RESOLVED** that the Board of Education approve the carryover for the IDEA Grant in the amount of \$5,309 for the 2017-2018 school year.

- N. **RESOLVED** that the Board of Education approve the purchase and installation of a Blodgett electric convection oven in the amount of \$9979.00. (Attachment XI-N)

Roll Call:

Mr. Becker _____ **Mr. Daleo** _____ **Dr. Gross** _____ **Mr. Maleski** _____
Mr. Moncrief _____ **Mrs. Palan** _____ **Ms. Frasca** _____

Motion Carries: Yes _____ **No** _____

XII. FACILITIES

RECOMMEND MOTION TO APPROVE FACILITIES ITEM A

- A. **RESOLVED** that the Board of Education approve the attached list of Obsolete Equipment for the Little Egg Harbor School District. (Attachment XII-A)

Roll Call:

Mr. Becker _____ **Mr. Daleo** _____ **Dr. Gross** _____ **Mr. Maleski** _____
Mr. Moncrief _____ **Mrs. Palan** _____ **Ms. Frasca** _____

Motion Carries: Yes _____ **No** _____

XIII. TECHNOLOGY

RECOMMEND MOTION TO APPROVE TECHNOLOGY ITEMS A THROUGH B

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- A. **RESOLVED** that the Board of Education approve the quote from Troxell for Chromebooks for the Frog Pond School in the amount of \$7,065.00. (Attachment XIII-A)
- B. **RESOLVED** that the Board of Education approve the attached list of Obsolete Equipment for the Little Egg Harbor School District. (Attachment XIII-B)

Roll Call:

Mr. Becker _____ **Mr. Daleo** _____ **Dr. Gross** _____ **Mr. Maleski** _____
Mr. Moncrief _____ **Mrs. Palan** _____ **Ms. Frasca** _____

Motion Carries: Yes _____ **No** _____

XIV. NEW BUSINESS

XV. INFORMATIONAL ITEMS

The following items are being presented for informational purposes (Attachment XV):

- A. Community School Financials for the month of November 2017
- B. Financials from Nutri-Serve for the month of October 2017 and November 2017

XVI. PERSONNEL

**UPON RECOMMENDATION OF THE SUPERINTENDENT OF SCHOOLS
TO APPROVE ITEM A1 - A2**

- A. **RESOLVED** that the Board of Education approve the following resignations:
 - 1. Mrs. Toni Ann Lupo, F/T Nurse Assistant, GJM, effective January 5, 2018
 - 2. Mrs. Kimberly Laney, F/T Preschool Teacher Assistant, RCW ECC, effective January 12, 2018

Roll Call:

Mr. Becker _____ **Mr. Daleo** _____ **Dr. Gross** _____ **Mr. Maleski** _____
Mr. Moncrief _____ **Mrs. Palan** _____ **Ms. Frasca** _____

Motion Carries: Yes _____ **No** _____

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**UPON RECOMMENDATION OF THE SUPERINTENDENT OF SCHOOLS
TO APPROVE ITEMS B1 - B5**

- B. **RESOLVED** that the Board of Education approve and/or accept the following appointment(s) upon recommendation of the Superintendent of Schools. (Appointment(s) and salaries are contingent upon verified documentation.) Attachments # AR 2, 4, 5)
1. Ms. Eileen Carpenter, from P/T Special Education Paraprofessional, to F/T Special Education Paraprofessional, RCW ECC, effective on 12/19/2017 through 6/30/2018, as per the LEHSSA salary guide Step 1 \$11.93 per hour x 6.5 hours x 180 days = \$13,958.00, pro-rated. Ms. Carpenter is replacing Mrs. Kline who has requested to become a P/T Special Education Paraprofessional. This is not a tenurable position. Time accrued will not go towards tenure.
 2. Mrs. Heather Kline, from F/T Special Education Paraprofessional to P/T Special Education Paraprofessional, RCW ECC, effective 12/19/2017 through 6/30/2018, as per the LEHSSA salary guide w/degree Step 1 \$13.13 per hour x 4.5 hours x 180 days = \$10,635.00, pro-rated. Mrs. Kline is replacing Ms. Carpenter who became a F/T Special Education Paraprofessional. This is not a tenurable position. Time accrued will not go towards tenure.
 3. Ms. , F/T Nurse Assistant, GJM, effective on or about January 8, 2018 through 6/30/2018. Ms. is a member of the non-affiliated staff. Her salary will be \$ per hour x 7.5 hours per day x 182 days = \$.00. Ms. is replacing Mrs. Toni Ann Lupo, Nurse Assistant who resigned. This is a non-tenurable position and time accrued will not go towards tenure.
 4. Mr. Thomas Wyatt, P/T Special Education Paraprofessional, FPE, effective on or about 1/2/2018 through 6/30/2018, as per the LEHSSA salary guide Step 1 \$11.93 per hour x 4.75 hours x 180 days = \$10,200.00, pro-rated. This is not a tenurable position. Time accrued will not go towards tenure.
 5. Mrs. Patricia Claussen, P/T Special Education Paraprofessional, FPE, effective on or about 12/19/2017 through 6/30/2018, as per the LEHSSA salary guide Step 1 \$11.93 per hour x 4.0 hours x 180 days = \$ 8,590.00,

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pro-rated. This is not a tenurable position. Time accrued will not go towards tenure.

2018 C. **RESOLVED** that the Board of Education approve the following request for Advanced Training Level of the Teacher’s Salary Guide, effective February 1, as listed below: (Attachment XVI- C1)

- Mrs. Tracy Simoncini, BSI Teacher, GJM, LEHEA, **FROM:** Step 12, MA, \$68,759.00 **TO:** Step 12, MA+15, \$69,584.00 pro-rated.

D. **RESOLVED** that the Board of Education approve the following staffing for the Little Egg Harbor Community School.

Name	Position	Hourly Report	Hours
Connolly, Kim	Counselor	\$12.00	Flexible
Aboyoun, Marcella	Counselor	\$12.00	Flexible
Brennan, Matthew	Counselor	\$12.00	Flexible
Gessner, Jacqueline	Counselor	\$12.00	Flexible

E. **RESOLVED** that the Board of Education approve the following salary amendment:

- Mrs. Kimberly Skripak F/T Secretary, LEHCS to P/T Secretary 21 hours per week effective 1/1/2018. \$15,143.00 pro-rated. This position is non-affiliated. No medical benefits will be associated with this position. This is not a tenurable position. Time accrued will not go towards tenure.

F. **RESOLVED** that the Board of Education approve the following transfer:

- Julia Gonzalez, P/T Special Education Paraprofessional from FPE to GJM effective 12/19/2017 through 6/30/2018.

Roll Call:

Mr. Becker _____ **Mr. Daleo** _____ **Dr. Gross** _____ **Mr. Maleski** _____
Mr. Moncrief _____ **Mrs. Palan** _____ **Ms. Frasca** _____

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Motion Carries: Yes _____ **No** _____

UPON RECOMMENDATION OF THE SUPERINTENDENT OF SCHOOLS
TO APPROVE ITEM G1 - G4

G. **RESOLVED** that the Board of Education approve the following request(s) for Leave of Absence as listed below: (attachment # AR3 , AR4)

1. Mrs. Maureen Turczmanovicz, Special Education Teacher, FPE, is requesting a medical leave of absence to begin on January 25, 2018 through on or about March 9, 2018. Mrs. Turczmanovicz will be utilizing 30 sick days and 2 non-cumulative sick days. If permitted by physician, Mrs. Turczmanovicz will be returning to her position earlier. Mrs. Turczmanovicz's medical benefits will remain intact during this period.
2. Mrs. Amber Cole, CST School Social Worker, FPE, is requesting a maternity leave of absence to begin on or about February 26, 2018 through May 31, 2018. Mrs. Cole will be utilizing 22 accumulated sick days and 2 non-cumulative sick days through March 29, 2018. Mrs. Cole is requesting to utilize the FMLA beginning March 30th until approximately April 13, 2018 for a total of 10 days. Mrs. Cole is requesting to utilize the NJFLA beginning on or about April 16, 2018 through May 31, 2018 for approximately 34 days for bonding time. Mrs. Cole's medical benefits will remain intact during this period.
3. Ms. Ashley Donofrio, Custodian, RCW ECC, is requesting a medical leave of absence beginning December 13, 2017 through on or about January 25, 2018. Ms. Donofrio is requesting to utilize 11 sick days, 2 non-cumulative sick days, 1 personal day, 2 non-cumulative personal days and 5 vacation days. Additionally, Ms. Donofrio is requesting to utilize the FMLA up to 60 days, if necessary, through June 30, 2018. Ms. Donofrio's medical benefits will remain intact during this period.
4. Mr. William Hart, Special Education Teacher, GJM, is requesting to utilize the NJFLA intermittently beginning on or about November 28, 2017, through June 30, 2018 up to a total of 60 days, to care for a family member. Mr. Hart has requested to utilize accumulated sick time. Employee's medical benefits will remain intact during this time.

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Roll Call:

Mr. Becker _____ **Mr. Daleo** _____ **Dr. Gross** _____ **Mr. Maleski** _____
Mr. Moncrief _____ **Mrs. Palan** _____ **Ms. Frasca** _____

Motion Carries: Yes _____ **No** _____

**UPON RECOMMENDATION OF THE SUPERINTENDENT OF SCHOOLS
TO APPROVE ITEMS H - K**

- H. **RESOLVED** that the Board of Education approve the attached graduate course classes as per the LEHEA agreement, LEHAA agreement . (Attachment XVI-H)
- I. **RESOLVED** that the Board of Education approve the attached substitutes for the 2017-2018 school year. (Attachment XVI-I)
- J. **RESOLVED** that the Board of Education approve the attached Field Placement for 2017- 2018. (Attachment XVI-J)
- K. **RESOLVED** that the Board of Education approve the attached list of students for Pinelands Regional High School Senior Projects (Attachment XVI-K)

Roll Call:

Mr. Becker _____ **Mr. Daleo** _____ **Dr. Gross** _____ **Mr. Maleski** _____
Mr. Moncrief _____ **Mrs. Palan** _____ **Ms. Frasca** _____

Motion Carries: Yes _____ **No** _____

XVII. HIB

**UPON RECOMMENDATION OF THE SUPERINTENDENT OF SCHOOLS
TO APPROVE ITEM XVII**

RESOLVED that the Board of Education accept the Harassment, Intimidation and Bullying reports as presented and discussed in Executive Session.

Roll Call:

Mr. Becker _____ **Mr. Daleo** _____ **Dr. Gross** _____ **Mr. Maleski** _____
Mr. Moncrief _____ **Mrs. Palan** _____ **Ms. Frasca** _____

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Motion Carries: Yes ___ No ___

XVIII. POLICY AND PROCEDURES
UPON RECOMMENDATION OF THE SUPERINTENDENT OF SCHOOLS
TO APPROVE ITEMS XVIII-A - XVIII-B

A. **RESOLVED** that the Board of Education approve the attached listing of policies for revisions: (Attachment # XVIII - A)

POLICY #	POLICY TITLE
5310	Health Services (M)
5410	Promotion and Retention (M)
8454	Management of Pediculosis

B. **RESOLVED** that the Board of Education approve the attached listing of Regulations for revisions: (Attachment # XVIII - B)

REGULATION #	REGULATION TITLE
2330	Homework
5410	Promotion and Retention (M)

C. **RESOLVED** that the Board of Education approve the updated Provider List as attached for the 2017-2018 school year: (Attachment #XVIII-C)

Roll Call:

Mr. Becker ___ **Mr. Daleo** ___ **Dr. Gross** ___ **Mr. Maleski** ___
Mr. Moncrief ___ **Mrs. Palan** ___ **Ms. Frasca** ___

Motion Carries: Yes ___ No ___

INFORMATIONAL ITEMS:

The following items are being presented for informational purposes:

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- Enrollment /attendance reports for the month ending
- Health office reports for the month ending
- Suspension reports for the month ending
- Fire/emergency drill reports for the month ending
- Each year by law we are required to conduct two bus evacuations for each bus, one in the fall and one in the spring. Our fall bus evacuations were started on Tuesday, October 17, 2017 and were completed Monday, November 27, 2017. Each day we evacuated two (2) buses out the back door in the AM when the students arrived at school. The schools included were the Frog Pond Elementary, George J. Mitchell Elementary and Robert C. Wood, Sr. Early Childhood Center. Bus evacuations went very well and all students were very attentive and cooperative. Below you will find the date, bus numbers, driver's names and time it took for students to disembark out the back door. All evacuations were supervised by Doris McCarrick, Transportation Liaison

FROG POND ELEMENTARY SCHOOL

Tuesday November 14, 2017

F7 – Debi L. – .56
F6 – Debbie Q. - .27

Wednesday October 18, 2017

F13 – James K. – 1.08
F3 – Wanda M. – .47

Wednesday October 25, 2017

F15 – Carolyn K. - 1.22
F9 – Ross H. – 1.39

Wednesday November 1, 2017

F19 – Kim S. – 1.16
Tuckerton – (Mini-bus) - .03

Wednesday November 8, 2017

F20 – Jimmy P. – 1.30
F12 – Cheryl L. – 1.38

Monday October 23, 2017

F18 – Jim G. – 1.11
F1 – Sharon M. – .37

Monday November 20, 2017

F4 – Judy W. – 2.00
F10 – Kerry – 1.15

*** Monday November 6, 2017 (Mini-buses)**

P100 – Linda G. (Wheelchair) - 1.22
P102 – Henry (Wheelchair) - 1.27
Tuckerton – (Mini-bus) - .08

Monday November 27, 2017

F8 – Stu P. - .45
F17 – Kim J. - 1.28

Wednesday November 15, 2017

F11 – Venida B. – 1.25
F2 – Mike H. – .48

Tuesday October 31, 2017

F14 – Bill B. – 1.37
F5 – Janet B. - .47

GEORGE J. MITCHELL ELEMENTARY SCHOOL

Wednesday November 1, 2017

P3 – Bill B. – 1.35
P6 – Jeff K. – .48

Wednesday October 18, 2017

P8 – Kerry – 1.26
P5 – Carolyn K. – .55

Monday November 6, 2017

P4 – Ruth M. - 1.02
P1 – Ross H. – .54

Monday October 23, 2017

P12 – Wanda M. - .37
P2 – Janet B. – 1.18

Tuesday October 17, 2017

P10 – Cheryl L. – 1.03
P11 – Jim G. – 1.06

Wednesday November 15, 2017

P14 – Venida B. - 1.30
P9 – Debi L. – 1.16

Wednesday October 25, 2017

P7 – Stu P. – 1.09
P13 – Mike H. - 1.38

**Wednesday November 8, 2017
(Mini-buses)**

P15 – Kim S. – 1.19
P16 – Frank K. – .44

*** Tuesday October 31, 2017**

P101 – Linda G. - .48
P104 – Lorraine F. – .42
Tuckerton – Lorraine - .08
St. George - .13

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ROBERT C. WOOD, SR. EARLY CHILDHOOD CENTER

Monday October 23, 2017

GPK1 – Debbie Q. – 2.00
GPK2 – James K. – 1.27

Wednesday November 8, 2017

GPK3 – Judy W. – .49
GPK 4 – Kim J. – 1.04

Wednesday October 25, 2017

GPK5 – Cheryl W. – 1.15
GPK6 – Jack P. – 1.24

Monday November 6, 2017

GPK7 – Sharon – 2.09
GPK8 – Roseann – 1.11

*** Wednesday November 1, 2017 (Mini-buses)**

AUT1 – Henry - 1.15
AUT2 – Tina - .48
PRAM – Joan Marie - .26

XIX. PUBLIC COMMENT

The floor is now open to members of the public. The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express with each statement made by a participant limited to three minutes as cited in Policy No. 0167. There is a sign-in sheet located on the podium. Please sign in before you speak.

XX. BOARD FORUM

XXI. EXECUTIVE SESSION #2 (IF NEEDED)

BE IT HEREBY RESOLVED BY THE LITTLE EGG HARBOR BOARD OF EDUCATION that the Board shall enter into a closed executive session for the purpose of discussing the matters identified below: action may or may not be taken upon return to regular open session: minutes of the closed session reflecting the time, place, member present, subjects considered, action taken & vote of each member will be released as soon as there is no longer a need for privacy:

- Personal educational or medical matter: ____
- Collective bargaining agreement or negotiations ____
- Tactics for public safety: ____
- Pending or anticipated litigation: ____
- Contract negotiations: ____
- Matters involving the employment of a specific current or prospective officer or employee: *unless* (RICE Notice) requested to be discussed in public ____
- OTHER: statutory confidential matter; regarding the right to receive governmental funds; matter of individual privacy; purchase, lease or acquisition of property; investigations of violations of law; any attorney-client privilege matter; deliberations after a public hearing: ____

Roll Call:

Mr. Becker _____ **Mr. Daleo** _____ **Dr. Gross** _____ **Mr. Maleski** _____

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Mr. Moncrief _____ Mrs. Palan _____ Ms. Frasca _____

Motion Carries: Yes _____ No _____

XXII. ADJOURNMENT

BE IT HEREBY RESOLVED BY THE LITTLE EGG HARBOR BOARD OF EDUCATION to adjourn at _____ p.m.

VOTE: YES _____ NO _____ ABSTAIN _____ ABSENT _____