

MEETING OF THE LAKEWOOD BOARD OF EDUCATION HELD ON, THURSDAY, OCTOBER 30, 2008, AT 8:00 P.M., IN THE PRINCETON AVENUE AUDITORIUM, 655 PRINCETON AVENUE, LAKEWOOD, NEW JERSEY 08701

Mr. Chet Galdo, Board President, called the meeting to order at 8:24 p.m. Cynthia Romano, Administrative Assistant to the Board read the following notice:

SUNSHINE LAW

Pursuant to the provisions of Chapter 231, of the Laws of 1976 (THE OPEN PUBLIC MEETINGS ACT), Mr. Finger notified the public that notice of the date, time, location and agenda of this meeting, to the extent known, was provided at least forty-eight (48) hours prior to the commencement of this meeting in the following manner:

1. By posting such notice on the public announcement board of the Lakewood Board of Education Offices, and the Lakewood Township Municipal Building.
2. By mailing such notice to the offices of the Asbury Park Press and the Tri-Town News.
3. By filing such notice with the Board Secretary.
4. By mailing such notice to all individuals who requested and paid for a copy of same.

***Sunshine
Law***

ROLL CALL:

Roll Call

Board Members Present: Mr. Gonter, Mr. Grunhut,
Mrs. Miccio, Mr. Ostreicher,
Mr. Thomas, Mr. Galdo

Board Members Absent: Mr. Braude, Mr. Neumann,
Mrs. Gonzalez

Also Attending: Eugenia Lawson, Interim
Superintendent, William T.
Andersen, Assistant Superin-
tendent, Robert Finger, Busi-
ness Administrator, Michael
I. Inzelbuch, Esq.

***Also
Attending***

PRESENTATIONS

Presentations

Mr. Thomas – “Good evening everyone.

PALS

It's with great honor that I stand before you today. Some months back, I was asked to reach out to Lakewood High School PALS Program and they got involved in the Making Strides Against Breast Cancer walk with the American Cancer Society. I've got to tell you that most of my counterparts were not as optimistic as I was. I truly believed that the kids in Lakewood would come together. They would rally for a good cause and that they would truly make a difference. And I've got to tell you that the PALS Program led by Mrs. Ponti and Mrs. Starace got the kids motivated and these kids came out and they did any and everything they could to raise money to irradiate breast cancer. I'm going to have Mrs. Starace and Mrs. Ponti come up here with me real quickly and I will have the kids come up in a minute because they're going to take a picture. I've got to tell you that it was phenomenal. I went in and spoke with them about the different risk factors and they immediately went out and they did a phenomenal job. Before I bring them all up I want to report that not only did they start raising money. They kept raising money and continue to raise money until they just gave me an envelope to give to the American Cancer Society and they raised over \$2,500. So I want all the PALS kids to come up and get your picture taken. This plaque came from the Board President and Mrs. Eugenia Lawson, the Superintendent of Schools. It is a Certificate of Appreciation presented to the PALS Program for recognition of their outstanding effort on behalf of breast cancer awareness."

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Mr. Andersen gave a presentation on Student Performance on the NJASK and HSPA, New State Standards for student performance, NJ Core Curriculum Content Standards, Assessment and meeting the challenge to leave No Child Behind.

***NJ State Test
Standards***

(see attached)

Mrs. Lawson – “I want to take an opportunity to recognize and I made myself a note here that when we look at the data and we see that yes we have areas to work on, one of the things I want to note and it was actually brought up by one of our Board members is that in the areas where we went down this year, every district across the State saw a flatline or a decrease because the standards were changed, not midstream, but after the fact. So you saw the date. We would have actually shown growth. This is not something unique to Lakewood. It happened statewide and one of the things I want to note is that leadership does matter. And I think it’s important that we note our leaders in this district. I speak about you every where I go. I think we have phenomenal leadership and leadership matters in the data. And I want to recognize all of our leadership members that are here tonight. Recently in our Middle School because we were a school in need of improvement, we had to actually submit a restructuring plan. That plan was approved by the State and we’re making phenomenal strides. Let me recognize our Middle School staff. Our principal is Tina Yuli, Vice Principals Mr. Bailey and Mrs. Maldonado. We have our elementary crew here as well. Dr. Boxer, new Assistant Principal Laura Winters. We have Helen Tobia who also serves at Oak Street. I see Dr. Ostrove from Clifton Avenue and we have two wonderful

Mrs. Lawson

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supervisors here as well, Yvette Cucuro fro Special Ed and running our Community School we have Dr. Dave Weintraub. And representing Clarke School Mr. Joseph Schroepfer. So kudos to our staff and I know that we are moving in the right direction and that’s up so thank you to all of you.”

***Presentations
Cont.***

Mrs. Eugenia Lawson, Superintendent of Schools, reported on the 2007 – 2008

***Violence &
Vandalism***

Violence and Vandalism for the District.
(See attached) She noted that this report needs to be forwarded to the state and is a whole year calculation.

Mr. Grunhut – “To what do you attribute the decline in the numbers?”

Mr. Grunhut

Mrs. Lawson – “I honestly think it has a lot to do with management, leadership and the district’s policy on zero tolerance and again when you look at data from this year looking forward, you can see a decrease due to all the measures that we put in place.”

Mrs. Lawson

Mr. Ostreicher – “Would you give any credit to the Watchful ‘I’ program that was put in place?”

Mr. Ostreicher

Mrs. Lawson – “Yes, it is definitely a part of the total measures we took this year.”

Mrs. Lawson

Mr. Galdo – “Now we will move on to the rest of the agenda.”

Mr. Galdo

Mr. Ostreicher – “On behalf of the entire Board, I would like to echo some of the sentiments that the Superintendent brought out. We as a Board really, really appreciate the energy and the amount of time, concentration and commitment you have to our district and just keep up the great work as we saw tonight.”

Mr. Ostreicher

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MINUTES

Minutes

Mr. Thomas moved, seconded by Mr. Gonter to approve the Executive, Conference and Regular Meetings Minutes of September 15, 24, October 6 and 10, 2008.

ROLL CALL:

Roll Call

YES: Mr. Gonter, Mrs. Miccio,
Mr. Ostreicher, Mr. Grunhut,
Mr. Thomas, Mr. Galdo

NO: None
ABSTAIN: Mr. Galdo on September 15 and 24
Mr. Gonter on September 15, 24 and
Oct. 10
Mr. Thomas on September 15
Mr. Ostreicher on October 6

MOTION PASSED

RECOGNITION OF PUBLIC

Public Recog.

Mrs. Lovich

Brenda Lovich – “I just want to touch on some things I saw on the slide presentation. I know with the mathematics and language arts there were some issues with that over the years because both of my sons always had problems in those areas and whenever I asked them what’s the problem, I don’t understand what’s going on, it was always they don’t understand, they’re not getting enough help. I have the youngest one that stays after school purposely to obtain some type of help, but I still was not understanding what was going on because he was an A student and went down to a C student. And that bothered me a great deal. I think that my older son being in the twelfth grade, he had to read once about a woman with a necklace. I think boys in the twelfth grade are not really interested in what a woman would do about wearing a necklace back in the 18th century. I think maybe the literature might be looked into to see if it is both age and gender appropriate. So the other thing I have is I don’t know if this was ever addressed but I know we have a high school with a lot of child-

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ren. The population in Lakewood is growing. So I’m wondering if there’s ever been any thoughts of dividing the high school up into north and south to try to stop all the congestion and all the things that are going on. And even as you do the division, if you ever thought about where I came from there was a Board of Education for the Middle School and one for the High School so there wouldn’t be so much pressure for the Board members for the whole entire district. It was divided up. There would be two Boards, one would cover kindergarten to eighth and the other for the high school.”

***Public Recog.
Cont.***

Mrs. Lawson – “I don’t believe there were

Mrs. Lawson

two Boards of Ed. Maybe there were leadership teams of sorts because basically the Board of Ed is driven by Type I or Type II districts. So that's probably what you saw and to answer your other question, one of the things that Mr. Andersen was talking about, our restructuring plan for the High School will address the large numbers because we are looking at career academy. Two of our career academies will be in place by September in the areas of visual and performing arts and graphic arts and things that fit under that. We're looking at a business academy and we're looking to have a ninth grade academy. Eventually in the next couple of years, we will have the entire high school in career academies which will actually focus on small learning communities which is where the whole state is going. So that will address what you're talking about."

Mrs. Lovich – "When you do the restructuring, will you be moving the alternative school which I never thought to be a good idea to have it in the project area and moving it to a more viable area where it could be more conducive to a positive education."

Mrs. Lovich

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Mr. Galdo – "Brenda, you know I always give you straight answers. You know we run \$134,000,000 budget that is very tight with capital things being extremely tighter. I would love to say to you if certainly the people in this town would say yes Mr. Galdo here's the \$30,000,000 referendum and you can build all kinds of schools, we would do it. We can't at this point, based upon the structure of the town. However, with the career academy things that are coming on line, what we are doing with the new learning center behind the Middle School, we're going to attempt to do more things like that. So that's the best I can do for you tonight."

***Public Recog.
Cont.***

Mr. Galdo

Mrs. Lovich – "Well, that's better than no answer. Just one last thing, I know they do mediation with students that get into trouble.

Mrs. Lovich

There are problematic students within the school. Have you ever considered having community professionals, somebody who is really qualified in the community to come in and help mediate as well with the students that are there to try and resolve major issues and while resolving them...”

Mr. Grunhut – “Did you ever read the story about the necklace. I read it when I was in high school and it was not part of the curriculum. I happened to read it and it left an impression on me. I still remember it until today.”

Mr. Grunhut

Pastor – “I like what I see here tonight and because of this they are responding because when you teach it you give what the individual needs, it changes their hate which changes their lifestyles. It gives them the structure that they need. This is great. If you continue with what you are doing and keep working with every challenge. I do believe that even with the eleventh grade that’s going to change. And every child

Pastor

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that graduates from Lakewood will have a more positive story to tell. So far it is working with the neighborhood. I’m getting different ones to come in. You are doing a good job, keep up the good work.”

COMMITTEE REPORTS

Com. Rep.

Mr. Galdo – “I just want to bring the Board up to date on two things. We are close to wrapping up the security package and yes it does work even though there are some shortcomings that we will be working out. We do have a couple of walk throughs planned and I think we will be on line and I don’t know where Michael Porter is tonight but I think I saw him wandering the halls and our Director of Security has really shaped up what we do to protect our kids and our buildings and I’m appreciative of that.”

Mr. Galdo

REPORTS AND RECOMMENDATIONS
OF THE BOARD SECRETARY/BUSI-
NESS ADMINISTRATOR

Bus. Items

Mr. Finger – “There are several items on the agenda tonight, Items L and M have been tabled. On page 5, Item N should read ‘approval of additional work to be performed by Bowman and Company not to exceed \$15,000 without subsequent board approval.’ On page 19 Item A.1. should read \$40 not \$42. On page 20, Item 3, bullet #3 520W is to be tabled and there is an additional addendum on the Superintendent’s agenda which reads as follows:

Mr. Finger

1. Approval of resolution for the District to participate in the New Jersey State Interscholastic Athletic Association for the 2008 – 2009 school year at a cost of \$2,150 (previously paid).

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MOTION TO APPROVE BUSINESS ITEMS

Motion To Approve

Mr. Gonter moved, seconded by Mrs. Miccio to approve the Board Secretary/Business Items as amended.

ROLL CALL:

Roll Call

YES: Mr. Gonter, Mr. Grunhut,
Mrs. Miccio, Mr. Ostreicher,
Mr. Thomas, Mr. Galdo

NO: None

ABSTAIN: None

MOTION PASSED

A. Approval of 2008-2009 Line Account Transfers:

		<u>AMOUNT TRANSFERRED LINE ACCOUNT</u>	
DESCRIPTION	FROM	TO	
11-130-100-101-04-0004	MS TEACHER SALARIES	(\$3,793.00)	
11-190-100-890-04-0004	MS TRIPS		\$3,793.00
Bateman donation of stipend for class trips			
11-190-100-320-00-0000	PURCH PROF ED SERVICES	(\$620,314.08)	
11-000-100-566-00-0000	TUITION SP ED PRIVATE		\$570,314.08
11-000-230-590-00-0000	MISC PURCH SERVICES		\$50,000.00
Private school tuition and administrative expenses		(\$624,107.08)	\$624,107.08

Approval of 2007-08 Line Account Transfers:

LINE ACCOUNT	DESCRIPTION	AMOUNT TRANSFERRED	
		FROM	TO
11-000-251-600-00-0000	BUSINESS OFFICE SUPPLIES	(\$406.92)	
11-000-251-890-00-0000	BUSINESS OFFICE MISCELLANEOUS		\$406.92
11-140-100-101-00-0000	HS TEACHER SALARIES	(\$34,988.65)	
11-190-100-610-00-0000	UNDISTRIBUTED SUPPLIES	(\$86,884.83)	
11-209-100-101-15-1011	BD TEACHER SALARIES	(\$54,211.23)	
11-209-100-106-00-0000	BD AIDE SALARIES	(\$35,124.52)	
11-800-330-100-08-0000	COMMUNITY ED SALARIES	(\$83,321.27)	
11-000-221-104-00-0000	INST SUPVR SALARIES	(\$40,316.88)	
11-000-252-100-00-0000	TECHNOLOGY SALARIES	(\$33,044.24)	
11-000-261-420-00-0000	MAINT SERVICES	(\$19,455.90)	
11-000-261-610-00-0000	MAINT SUPPLIES	(\$17,838.45)	
11-000-262-300-00-0000	MAINT CONTRACTED SVCES	(\$21,730.43)	
11-000-270-503-00-0000	AID IN LIEU	(\$32,642.00)	

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Bus. Items Cont.

11-000-291-220-00-0000	SOCIAL SECURITY	(\$147,731.96)	
11-000-216-320-00-0000	RELATED SERVICES		\$607,290.36
Year-end transfers for audit		(\$607,697.28)	\$607,697.28

B. Approval of Latchkey bills for October 2008 in the amount of \$20,779.92.

Latchkey

C. Approval of Food Service bills for October 2008 in the amount of \$264,318.04.

Food Service

D. Approval of Payroll for the period ending October 10, 2008, in the amount of \$1,862,553.94 and period ending October 24, 2008, in the amount of \$1,864,734.39.

Payrolls

E. Approval of bills list for the month of October 2008 in the amount of \$7,863,616.81.

Bills List

F. Approval of Community Schools bills list for the month of October 2008 in the amount of \$13,273.54.

G. Approval to cancel the following prior year, 2007-2008, stale dated checks:

*Stale**Checks*

Lakewood Community School Checking Account
 Check #4446, Eleanor Porowski, 11-26-07, \$28.00
 Check #4456, Yeshiva Orchos Chaim, 11-26-07, \$35.00

H. Certification of No Overexpenditures

Cert.

Pursuant to N.J.A.C. 6A:22-2.11(c), I, Robert S. Finger, Board Secretary, certify that as of September 30, 2008 no budgetary line item account has obligations and payments (contracted orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A.18A:22-8 and 18A:22-8.1, that the District financial accounts have been reconciled and are in balance.

ROBERT S. FINGER
BOARD SECRETARY

OCTOBER 30, 2008
DATE

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I. Board Resolution

Bus. Items Cont.

Through the adoption of this resolution, we, the Lakewood Board of Education, pursuant to N.J.A.C. 6A:22-2.1 (c)4, certify that as of September 30, 2008 after review of the Secretary's monthly financial report (appropriations section)and upon consultation with the Business Administrator and other 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:22-2.11(c) 4I-VI and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

J. Acceptance of the Treasurer's and Secretary Reports for September, 2008. The Treasurer of School Funds and the Board Secretary reports are in balance for the cash receipts and disbursements for the month of September, 2008.

***Treas./Sec.
Reports***

K. Certification of Funds Available for Personnel Items – The Business Administrator certifies that upon review of the proposed Personnel Items with the Position Control Roster that sufficient funds are available for these positions in the 2008-09 budget.

***Cert. of
Funds***

L. Accept the proposals received and opened on September 17, 2008 for 2008-09 Banking Services and award the Request for Proposal to Commerce Bank effective January 1, 2009.

TABLED

M. Accept the proposals received and opened on September 17, 2008 for 2008-		<i>Actual</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>
		<i>Sovereign Bank</i>	<i>PNC Bank</i>	<i>Commerce Bank</i>	<i>Chase Bank</i>	<i>Wachovia Bank</i>	<i>Bank of America</i>
	April 2008	\$9,812.14	\$12,715.00	\$10,787.62	\$9,768.19	\$7,219.54	\$ 5,077.69
	May 2008	\$7,314.39	\$10,153.00	\$9,822.88	\$7,334.81	\$5,918.71	\$ 3,590.40
	June 2008	\$9,835.48	\$13,179.00	\$10,751.98	\$9,520.66	\$8,200.91	\$ 7,835.49
		<u>\$26,962.01</u>	<u>\$36,047.00</u>	<u>\$31,362.48</u>	<u>\$26,623.66</u>	<u>\$21,339.16</u>	<u>\$ 16,503.58</u>
	+/- to Sovereign		\$9,084.99	\$4,400.47	\$(338.35)	\$(5,622.85)	\$(10,458.43)
			Nearest branch in Howell	Ocean ASBO working with Bergen ASBO to include in consortium			
			No branch in Lakewood	Branch in Lakewood	Branch in Lakewood	Branch in Lakewood	Branch in Lakewood

09 Payroll Processing and Accounting
 Services and award the Request for Proposal
 to Action Data Service effective January 1, 2009. **(TABLED)**

	<i>Aspire Payroll</i>	<i>Action Data Service</i>
Pay Period Processing Cost	\$40,000	\$38,317
Monthly Report Cost	\$5,000	\$7,740
Quarterly Report Cost	\$6,000	\$19,262
Year End Processing Cost	\$10,000	\$6,337
Year End Report Cost	\$3,000	\$3,020
Year End Program Update Cost	\$2,500	\$612
Management Fee	\$800	\$0

On-Site Placement Fee	\$87,500	\$75,000
Total	<u>\$154,800</u>	<u>\$150,288</u>
One Time Conversion Cost	N/A	\$24,029

Aspire Payroll proposal includes 2.5 FTE's to work in the district's payroll office
 Aspire Payroll will work with Systems 3000 software for both payroll and personnel
 Aspire Payroll cannot upload directly to Systems 3000 Fund Accounting module

Action Data Service proposal includes 1 FTE to work in the district's payroll office
 Action Data Service will not work with Systems 3000 software only their own
 Action Data Service can upload directly to Systems 3000 Fund Accounting module

N. Approval of additional work to be performed by Bowman & Company to reconcile employee pension deductions to amounts due the New Jersey Division of Pensions, in an amount not to exceed \$15,000 without subsequent board approval.

***Pension
Reconciliation***

O. Approval of the annual Comprehensive Maintenance Plan and submission of the plan to the Executive County Superintendent of Schools.

***Comp. Maint.
Plan***

P. Approval of revised resolution designating the use of the proceeds from the sale of the Princeton Avenue School. (Attachment A)

***Proceeds
PAS***

Q. Approve a contract with Recapture Technologies Corporation to prepare and file E-Rate applications for the 2009-10 school year in an amount not to exceed \$14,700 without subsequent board approval. (Subject to Board Attorney review.)

Recapture

R. Approval of applications from the Community School of use of building permits as approved by the director of the Community School and reviewed by the Business Administrator.

CS Appl.

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Bus. Items Cont.

- S. Approve and accept the Comprehensive Annual Financial Report for the year ended June 30, 2008 prepared by the district's auditor, Bowman and Company. In addition, accept the recommendations contained in the report, approve the Corrective Action Plan and submit the Corrective Action Plan and Synopsis of Audit to the Executive County Superintendent of Schools.

***Audit
2008***

RECOMMENDATIONS

Recommendations

It is recommended that:

1. Administrative Practices and Procedure

- Receipts collected in the Enterprise Funds for the Community School Program be deposited within a prompt period of time from the date of collection, and that the Enterprise Funds for the Community School Program and the Latchkey Program maintain a complete and accurate receipts journal which ensures the proper recording of daily collections as to date, type, period and amount. **(2008-3)**
- Prior to issuance, all disbursements of the Community School Enterprise Fund be reviewed for the following: that the disbursement has been included on the bill list for ratification by the Board, that the proper accounting period has been charged, and that footings and extensions are accurate. **(2008-6)**
- The School District verify that support for compensation paid is available for inspection, that all applicable payroll forms, including Forms W-4 and direct deposit authorizations, be available for inspection, that all payroll records contain budget expenditure account numbers in accordance with the *Uniform Minimum Chart of Accounts for New Jersey Public Schools* and

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Bus. Items Cont.

that a sufficient audit trail exist to the budget postings, and that all applicable employees are

enrolled in the pension system, and have the proper withholdings and wages reported to the State of New Jersey, Division of Pension.

(2008-8)

- The School District prepare a complete and accurate analysis of compensated absences payable (accumulated sick, vacation, and personal leave time) as of fiscal year end for all eligible employees based on the terms of their applicable employment contracts. **(2008-9)**
- The School District has available for inspection the supporting documentation for the calculations of the FICA reimbursements requested from the State of New Jersey. **(2008-16)**
- The School District verifies that all applicable documents supporting expenditures charged to the Targeted At-Risk Aid (TARA) award be maintained and available for inspection. **(2008-17)**

2. Financial Planning, Accounting and Reporting

- The district maintains a general ledger for each of its funds in accordance with N.J.S.A. 18A:4-14. **(2008-1)**
- The district maintain a general ledger for the Unemployment Compensation Trust Fund in accordance with GAAP which properly reflects all financial transactions and balances applicable to the Fund, and that the district remit the proper amount of unemployment withholdings to the State of New Jersey in accordance with their elected reimbursement method. **(2008-2)**

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Bus. Items Cont.

- Prior to issuance, all disbursements of the General Fund and Special Revenue Fund be reviewed for the following: that proper documentation supporting the disbursement exists, that approved purchase orders have been issued prior to incurring expenditures, that a receiving

signature validating the receipt of goods or services has been obtained, that a claimant certification validating the vendor to which payment was rendered has been obtained, that proper approval to purchase and approval for payment has been obtained, that the disbursement has been included on the bill list for ratification by the Board, that footings and extensions are accurate, that the proper accounting period and expenditure account, in accordance with *Minimum Chart of Accounts for New Jersey Public Schools*, has been charged, and that sales tax has not being paid; and that the accounting records for required maintenance are maintained at the school facility level. **(2008-5)**

- Open purchase orders of the General Fund and Special Revenue Fund be classified as accounts payable, and the corresponding expenditure be recorded, in instances where goods have been received and/or services have been rendered in accordance with generally accepted accounting principles, and that the School District review all open purchase orders for validity that have not been liquidated within sixty to ninety days of their issuance. **(2008-7)**
- The School District verify that all applicable documents supporting expenditures charged to the Title I, Part A award be maintained and available for inspection. **(2008-11)**
- The School District verifies that all applicable documents supporting expenditures

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Bus. Items Cont.

charged to the Title II, Part A award be maintained and available for inspection. **(2008-12)**

- The School District verifies that all obligations incurred for the I.D.E.I.A. Part B, Basic program are within the entitlement's period of availability of funds. **(2008-13)**

3. School Purchasing Program

- The School District establishes procedures to ensure compliance with the *Public School Contracts Law* and *Pay-to-Play* legislation. **(2008-14)**

4. School Food Service

- A clear audit trail from the date of collection to the deposit in the bank be maintained and that appropriate documentation supporting amounts deposited be available for inspection for the receipts collected by the Food Service Enterprise Fund. **(2008-4)**

5. Student Body Activities

None

6. Application for State School Aid

- The School District complete a set of work papers that documents the compilation of data and provides an audit trail for testing the enrollments reported on the ASSA and that they have, on file, written procedures that provides a description of the count process. **(2008-15)**

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Bus. Items Cont.

7. Pupil Transportation

- The School District verify that all students reported on the District Report of Transported Resident Students (DRTRS) agree to the County Eligibility Summary Report, are on-roll as of the date of the student count, that students be reported in the proper classification detailed on the DRTRS, and that forms B8T and B6T be available and agree to the amounts reported on the DRTRS.

(2008-10)

8. Facilities and Capital Assets

None

9. Miscellaneous

None

10. Status of Prior Year's Findings/Recommendations

- Finding No. 2007-1

Although the School District maintained general ledgers for its Governmental Funds (General Fund, Special Revenue Fund, Capital Projects Fund, and Debt Service Fund), material adjustments were required to reflect actual fiscal year 2007 transactions. In addition, the School District did not maintain a general ledger for its Enterprise Funds or Fiduciary Funds.

Current Status

The condition for the General Fund, Special Revenue Fund, and Fiduciary Funds still exists for the fiscal year ended June 30, 2008. The condition for the Enterprise Funds was resolved by the School District during the fiscal year ended June 30, 2008.

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Bus. Items Cont.

- Finding No. 2007-2

During our examination of the various types of receipts collected in the Enterprise Funds for the Community School Program, it was noted that a receipts journal was not maintained detailing individual collections by date, type, period, and amount. For the Latchkey Program, a receipts journal was not maintained detailing individual collections by date, type, period, and amount for those receipts consisting of cash collections. In addition, the financial records of the Latchkey Program are not maintained on an accrual basis of accounting.

Current Status

The condition for the Community School Program was resolved by the School District during the fiscal year ended June 30, 2008. The condition for the receipts journal for the Latchkey Program still exists for the fiscal year ended June 30, 2008. Lastly, the condition regarding the financial records of the Latchkey Program was resolved by the School District during the fiscal year ended June 30, 2008.

- Finding No. 2007-3

The following exceptions were noted during our examination of General Fund and Special Revenue Fund disbursements: supporting documentation for two disbursements tested were unavailable for inspection; several purchase orders were approved and issued after vendor invoices were presented for payment; several purchase orders tested lacked evidence of a receiving signature validating the receipt of goods / services; several purchase orders tested lacked a claimant certification validating the vendor to which payment was rendered; and the School District did not have procedures in place for adherence to the Pay-to-Play legislation.

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Bus. Items Cont.

Current Status

This condition still exists for the fiscal year ended June 30, 2008.

- Finding No. 2007-4

Several budget appropriation line items in the Special Revenue Fund were over-expended as of June 30, 2007.

Current Status

This condition was resolved by the School District during the fiscal year ended June 30, 2008.

- Finding No. 2007-5

The following exceptions were noted during our

examination of employee pension withholdings: for several employees tested, the reported wage base subject to pension withholdings as recorded on the State of New Jersey pension reports was incorrectly reported to the State of New Jersey, Division of Pensions and Benefits; one employee tested was not enrolled in the applicable State of New Jersey pension system despite being eligible for enrollment; two employees tested were enrolled in a State of New Jersey pension system but were not eligible for enrollment; and several employees tested had pension deductions withheld from their gross wages that were either incorrectly calculated or not in agreement with the amounts reported to the State of New Jersey, Division of Pensions and Benefits.

Current Status

This condition still exists for the fiscal year ended June 30, 2008.

- Finding No. 2007-6

The following exceptions were noted during our examination of payroll transactions: for

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***Bus. Items
Cont.***

several employees tested, the payroll records indicated account numbers to where the salaries were to be charged but such account numbers were not in accordance with the *Uniform Minimum Chart of Accounts for New Jersey Public Schools*; for all employees tested, no audit trail existed in order to trace the salary and wage expenditures to the School District's budget postings; for one employee tested, the employment contract did not contain all required authorizing signatures; for one employee tested, the employment contract was unavailable for inspection; for several employees tested, supporting documentation of additional compensation received was not available for inspection; for several employees tested, the purchase order for the additional compensation received was not properly authorized; and for two employees tested, the canceled payroll checks were unavailable for inspection.

Current Status

This condition still exists for the fiscal year ended June 30, 2008.

- Finding No. 2007-7

For the fiscal year ended June 30, 2007, the School District did not update the capital assets records for additions, disposals, and depreciation expense.

Current Status

This condition was resolved by the School District during the fiscal year ended June 30, 2008.

- Finding No. 2007-8

During our examination of outstanding issued purchase orders, we noted the following: several purchase orders classified as encumbrances should have been classified as accounts payable

10/30/08

***Bus. Items
Cont.***

and recorded as an expenditure for the fiscal year ended June 30, 2007; supporting documentation (vendor invoices) for several purchase orders classified as accounts payable were unavailable for inspection; and a subsequent payment liquidating an accounts payable was applied to the incorrect purchase order.

Current Status

This condition still exists for the fiscal year ended June 30, 2008.

- Finding No. 2007-9

An analysis of compensated absences payable (accumulated sick and vacation time) was not prepared by the School District as of June 30, 2007 for all eligible employees based on the terms of their applicable employment contracts.

Current Status

Although an analysis of compensated absences

payable was prepared by the School District for fiscal year ended June 30, 2008, the analysis did not include the liability of all applicable employees.

- Finding No. 2007-10

The following was noted during the test of food service meal counts submitted for reimbursement to the State of New Jersey on the *Child Nutrition Program Electronic System Access*: the meals served in the months of January and May of 2007 for two locations within the School District for breakfast were inadvertently claimed as lunch, and meals served as lunch were inadvertently claimed as breakfast.

Current Status

This condition was resolved by the School District during the fiscal year ended June 30, 2008.

10/30/08

Bus. Items Cont.

- Finding No. 2007-11

The following was noted during our examination of the District Report of Transported Resident Students (DRTRS) as of October 13, 2006: the on-roll status of several students reported on the DRTRS was unable to be verified; the B8T forms signed by the non-public schools did not list several of the non-public students that were reported on the DRTRS; and one student tested was reported on the DRTRS in the incorrect category.

Current Status

This condition still exists for the fiscal year ended June 30, 2008.

- Finding No. 2007-12

Throughout the fiscal year, the Board Secretary and Treasurer of School Moneys of the School District did not file timely with the Board their monthly respective reports. In addition, the Board Secretary and Treasurer of School Moneys did not timely file their respective annual reports with the county superintendent on or before August 1.

Current Status

This condition was resolved by the School District during the fiscal year ended June 30, 2008.

- Finding No. 2007-13

The following was noted during our examination of the School District's General Fund budget and related budgetary amendments and line item transfers: several appropriation line items were over-expended at fiscal year end; the School District amended (increased) the original budget appropriations without obtaining the proper approval of the Board and county superintendent; budgetary transfers and the certification from the school business

10/30/08

Bus. Items Cont.

administrator/board secretary that the total of encumbrances and expenditures for each line item account do not exceed the line item appropriation were not presented to the Board for several months during the fiscal year; budget line item transfers from advertised appropriation accounts as defined under N.J.A.C. 6A:23-2.11 (e) which cumulatively exceeded ten percent (10%) of the amount included in the original budget were not approved by the county superintendent; budget line item transfers to the advertised appropriation accounts of general administration which cumulatively exceeded ten percent (10%) of the amount included in the original budget were not approved by the county superintendent; and the School District did not provide for inspection the report of current month and year-to-date transfers between advertised General Fund appropriation accounts.

Current Status

This condition was resolved by the School District during the fiscal year ended June 30, 2008.

- Finding No. 2007-14

The School District did not have available for inspection the supporting documentation

for the calculations of the FICA reimbursements for several payroll periods in order to verify the accuracy of the amounts reported to the State of New Jersey.

Current Status

This condition still exists for the fiscal year ended June 30, 2008.

- Finding No. 2007-15

The following was noted during our examination of the Application for State School Aid (ASSA) as of October 13, 2006: the copy of the ASSA maintained on file by the School

10/30/08

Bus. Items Cont.

District did not contain the signature of the chief school administrator; the supporting work papers for low income students, students on-roll, private school for the disabled students, and related services did not agree to the figures included on the ASSA filed with the State of New Jersey; several students tested that were reported as on-roll were not properly classified as to enrollment category; two students tested that were reported as on-roll were not on-roll as of the date of the student count; tuition contracts for two students tested that were reported as private school for the disabled students were not available for inspection; the School District was not invoiced for the tuition for several students tested that were reported as private school for the disabled students; several students tested that were reported as private school for the disabled students were not properly classified as to enrollment category; several errors were noted in the income classification on several of the *Applications for Free and Reduced Price Meals* tested; two of the students tested that were reported as LEP students were also counted in a special education tier category; and documentation was not available for inspection in support for the LEP placement criteria for several students tested.

Current Status

This condition still exists for the fiscal year
ended June 30, 2008.

10/30/08

CORRECTIVE ACTIONS

	RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD
<u>Administrative Practices</u>		
1	Receipts collected in the Enterprise Funds for the Community School Program be deposited within a prompt period of time from the date of collection, and that the Enterprise Funds for the Community School Program and the Latchkey Program maintain a complete and accurate receipts journal which ensures the proper recording of daily collections as to date, type, period and amount. (2008-3)	Receipts will be deposited within 48 hours from the date of collection. An accurate receipts journal will be maintained which ensures the proper recording of daily collections as to date, type and amount for the Community School and Latchkey programs.
2	Prior to issuance, all disbursements of the Community School Enterprise Fund be reviewed for the following: that the disbursement has been included on the bill list for ratification by the Board, that the proper accounting period has been charged, and that footings and extensions are accurate. (2008-6)	All disbursements of the Community School Fund will be reviewed and verified that disbursements are on the bills list, the proper accounting period is charged and footings and extensions are accurately calculated.
3	The School District verify that support for compensation paid is available for inspection, that all applicable payroll forms, including Forms W-4 and direct deposit authorizations, be available for inspection, that all payroll records contain budget expenditure account numbers in accordance with the <i>Uniform Minimum Chart of Accounts for New Jersey Public Schools</i> and that a sufficient audit trail exist to the budget postings, and that all applicable employees are enrolled in the pension system, and have the proper withholdings and wages reported to the State of New Jersey, Division of Pension. (2008-8)	The district will verify that supporting documentation is available for inspection for all payrolls, including Form W-4 and direct deposit authorizations. All payroll records will contain budget expenditure accounts in accordance with state regulations. There will be an audit trail for the budget postings. All applicable employees will be enrolled in the pension system and have proper deductions withheld and reported to the NJ Division of Pensions.

- | | | |
|---|--|--|
| 4 | The School District prepare a complete and accurate analysis of compensated absences payable (accumulated sick, vacation, and personal leave time) as of fiscal year end for all eligible employees based on the terms of their applicable employment contracts. (2008-9) | An accurate analysis of compensated absences payable will be prepared for all eligible employees. |
| 5 | The School District has available for inspection the supporting documentation for the calculations of the FICA reimbursements requested from the State of New Jersey. (2008-16) | Supporting documentation for the calculation of the FICA reimbursement reported on the DOENET will be maintained with the payroll files. |
| 6 | The School District verifies that all applicable documents supporting expenditures charged to the Targeted At-Risk Aid (TARA) award be maintained and available for inspection. (2008-17) | Supporting documentation for expenditures from the TARA award will be maintained and available for inspection. |

Financial Planning and Reporting

- | | | |
|---|---|---|
| 7 | The district maintains a general ledger for each of its funds in accordance with N.J.S.A. 18A:4-14. (2008-1) | A general ledger will be maintained for all funds. |
| 8 | The district maintain a general ledger for the Unemployment Compensation Trust Fund in accordance with GAAP which properly reflects all financial transactions and balances applicable to the Fund, and that the district remit the proper amount of unemployment withholdings to the State of New Jersey in accordance with their elected reimbursement method. (2008-2) | A general ledger will be maintained for the Unemployment Trust Fund which properly reflects all financial transactions and balances. The proper amount of withholdings will be remitted to the State of New Jersey in accordance with the reimbursement method. |
| 9 | Prior to issuance, all disbursements of the General Fund and Special Revenue Fund be reviewed for the following: that proper documentation supporting the disbursement exists, that approved purchase orders have been issued prior to incurring expenditures, that a receiving signature validating the receipt of goods or services has been obtained, that a claimant certification validating the vendor to which payment was rendered has been obtained, that proper approval to purchase and approval for payment has been obtained, that the disbursement has been included on the bill list for ratification by the Board, that footings and extensions are accurate, that the proper accounting period and expenditure account, in accordance with <i>Minimum Chart of Accounts for New Jersey Public Schools</i> , has been charged, and that sales tax has not being paid; and that the accounting records for required maintenance are maintained at the school facility level. (2008-5) | Prior to issuance all disbursements from the General Fund and Special Revenue Fund will be reviewed to ensure that the disbursements are accurate, possess all necessary supporting documentation and are charged to the correct line account. |

- | | | |
|----|--|--|
| 10 | Open purchase orders of the General Fund and Special Revenue Fund be classified as accounts payable, and the corresponding expenditure be recorded, in instances where goods have been received and/or services have been rendered in accordance with generally accepted accounting principles, and that the School District review all open purchase orders for validity that have not been liquidated within sixty to ninety days of their issuance. (2008-7) | Open purchase orders of the General Fund and Special Revenue Fund will be classified as accounts payable at year-end if the goods or services have been received before June 30 and all open purchase orders will be reviewed for validity that have not been liquidated within 60 to 90 days of issuance. |
| 11 | The School District verify that all applicable documents supporting expenditures charged to the Title I, Part A award be maintained and available for inspection. (2008-11) | All applicable documentation supporting Title I expenditures will be maintained and available for inspection. |
| 12 | The School District verifies that all applicable documents supporting expenditures charged to the Title II, Part A award be maintained and available for inspection. (2008-12) | All applicable documentation supporting Title II A expenditures will be maintained and available for inspection. |
| 13 | The School District verifies that all obligations incurred for the I.D.E.I.A. Part B, Basic program are within the entitlement's period of availability of funds. (2008-13) | All obligations incurred for IDEIA Basic will be within the entitlement's period of availability of funds. |

School Purchasing Program

- | | | |
|----|--|---|
| 14 | The School District establishes procedures to ensure compliance with the <i>Public School Contracts Law</i> and <i>Pay-to-Play</i> legislation. (2008-14) | Procedures will be established to ensure compliance with the Public Schools Contract Law and Pay-to-Play legislation. |
|----|--|---|

School Food Service

- | | | |
|----|--|--|
| 15 | A clear audit trail from the date of collection to the deposit in the bank be maintained and that appropriate documentation supporting amounts deposited be available for inspection for the receipts collected by the Food Service Enterprise Fund. (2008-4) | A clear audit trail from the collection of funds to deposit in the bank for the receipts collected by the Food Service Fund and supporting documentation will be maintained. |
|----|--|--|

Application for State School Aid

- | | | |
|----|---|--|
| 16 | The School District complete a set of workpapers that documents the compilation of data and provides an audit trail for testing the enrollments reported on the ASSA and that they have, on file, written procedures that provides a description of the count process. (2008-15) | Written procedures and a complete set of workpapers will be maintained to document the enrollment counts reported on the Application for State School Aid. |
|----|---|--|

Pupil Transportation

17 The School District verify that all students reported on the District Report of Transported Resident Students (DRTRS) agree to the County Eligibility Summary Report, are on-roll as of the date of the student count, that students be reported in the proper classification detailed on the DRTRS, and that forms B8T and B6T be available and agree to the amounts reported on the DRTRS. **(2008-10)**

The district will verify that all students reported on the District Report of Transported Students (DRTRS) will agree to the County Eligibility Summary Report, be on roll in the district, be reported in the proper classification and the B6T and B8T formed be available for audit and agree to the counts reported on the DRTRS.

Prior Year Recommendations

#1, 3, 4, 5, 7, 9, 10, 16, 17

Repeat recommendations from prior year have been addressed in the responses noted above.

T. Approval to award a parental contract to the parents of Lakewood student (CCOD732) in the amount of \$72.50 per diem (188 days) for a total amount not to exceed \$13,630.00. Effective: 9/01/08 through 6/30/09 to transport their child to/from Yeshiva KeTana, Lakewood, NJ, in accordance with NJSA 6:21-10.3 and NJSA 6:21-16.1(a) ROUTE: **YKSY**. Subject in receipt of NJSA 6:21-10.3 and NJSA 6:21-16(a).

***Parental
Contracts***

U. Approval to award a parental contract to the parents of Lakewood student (07REF533) in the amount of \$72.50 per diem (159 days) for a total amount not to exceed \$11,527.50. Effective: 9/25/08 through 6/30/09 to transport their child to/from Tiny Tots Daycare, Lakewood, NJ, in accordance with NJSA 6:21-10.3 and NJSA 6:21-16.1(a) **ROUTE: TTDLS**. Subject in receipt of NJSA 6:21-10.3 and NJSA 6:21-16(a).

V. Approval to award a parental contract to the parents of Lakewood student (03REF167) in the amount of \$72.50 per diem (187 days) for a total amount not to exceed \$13,557.50. Effective: 9/01/08 through 6/30/09 to transport their child to/from School for Children with Hidden Intelligence, Lakewood, NJ, in accordance with NJSA 6:21-10.3 and NJSA 6:21-16.1(a) **ROUTE: SCHIKR**. Subject in receipt of NJSA 6:21-10.3 and NJSA 6:21-16(a).

10/30/08

***Bus. Items
Cont.***

W. Approval to award a parental contract to the parents of Lakewood student (04REF62) in the amount of \$65.00 per diem (30 days) for a total amount not to exceed

\$1,950.00. Effective: 7/01/08 through 8/30/08 to transport their child to/from School for Children with Hidden Intelligence, Lakewood, NJ, in accordance with NJSA 6:21-10.3 and NJSA 6:21-16.1(a) **ROUTE: SSCHIWC**
Subject in receipt of NJSA 6:21-10.3 and NJSA 6:21-16(a).

- X. Approval to award a quoted contract to **Hartnett Transit Service, Lakewood NJ** in the amount of \$90.00 per diem for a total amount not to exceed \$16,200.00 (180 days) to transport Lakewood student to/from Waretown Vocational Program, Waretown for the 2008/2009 school year. **Route: WVPM**

**Transp.
Contracts**

Quotes were sought and received by:

Murphy Bus Service, Lakewood, NJ	No Quote
Hartnett Transit Service, Lakewood, NJ	\$90.00
Crossroads Student Transportation, Manasquan, NJ	No Quote

- Y. Approval to award a quoted contract to **Negba Bus Service, Lakewood NJ** in the amount of \$78.00 per diem for a total amount not to exceed \$7,644.00 (98 days) to transport Lakewood students from Homework Club, Lakewood for the 2008/2009 school year. **Route: HWC1**

Quotes were sought and received by:

STA, Lakewood, NJ	No Quote
Jay's Bus Service, Lakewood, NJ	No Quote
Negba Bus Service, Lakewood, NJ	\$78.00

- Z. Approval to award a quoted contract to **Negba Bus Service, Lakewood NJ** in the amount of \$78.00 per diem for a total amount not to exceed \$7,644.00 (98 days) to transport Lakewood students from Homework Club, Lakewood for the 2008/2009 school year. **Route: HWC2**

Quotes were sought and received by:

STA, Lakewood, NJ	No Quote
Jay's Bus Service, Lakewood, NJ	No Quote
Negba Bus Service, Lakewood, NJ	\$78.00

10/30/08

Bus. Items Cont.

- AA. Approval to award a quoted contract to **Zaidy's Bus Service, Lakewood NJ** in the amount of \$261.90 per diem for a total amount not to exceed \$15,975.90 (61 days) to transport Lakewood students to/from School for Children with Hidden Intelligence, Lakewood for the 2008/2009 school year. **Route: SCHZBS**

**Transp.
Contracts**

Quotes were sought and received by:

STA, Lakewood, NJ	No Quote
Jay's Bus Service, Lakewood, NJ	No Quote
Zaidy's Bus Service, Lakewood, NJ	\$261.90

- BB. Approval to award a quoted contract to **Zaidy's Bus Service, Lakewood NJ** in the amount of \$90.00 per diem for a total amount not to exceed \$16,200.00 (180 days) to transport Lakewood students to/from School for Children with Hidden Intelligence, Lakewood for the 2008/2009 school year. **Route: SCHIMC**

Quotes were sought and received by:

STA, Lakewood, NJ	No Quote
Jay's Bus Service, Lakewood, NJ	No Quote
Zaidy's Bus Service, Lakewood, NJ	\$90.00

- CC. Approval for renewal of Pupil Transportation Contracts for the 2008/2009 school year, with an increase of 2.89% (CPI), pursuant to NJSA 18A:39-3. Effective: September 1, 2008 through June 30, 2009.

MURPHY BUS SERVICE, LAKEWOOD, NJ

Route SJ1	Renewal # 2	\$28,855.02
Route SJ2	Renewal # 2	\$28,855.02
Route LIV2	Renewal # 2	\$28,888.20

- DD. Approval to cancel and rescind board action of September 24, 2008, whereas a contract was awarded to **Klarr Transport Service, Lakewood, NJ** in the amount of \$33,852.00, Multi 8404 and award a new contract in the amount of \$39,246.00 Multi 8404, due to recalculation of routes.

- EE. Approval to award a quoted contract to **Klarr Transport Service, Lakewood NJ** in the amount of \$49.00 per diem for a total amount not to exceed \$7,448.00 (152 days) to transport Lakewood students from Talmud Torah Beis Avrohom, Lakewood for the 2008/2009 school year. **Route: OWTTL1.**

10/30/08

Bus. Items Cont.

Quotes were sought and received by:

Klarr Transport Service, Lakewood, NJ	\$ 49.00
STA, Lakewood, NJ	No Quote
Negba Bus Service, Lakewood, NJ	No Quote

- FF. Approval for Accounts Manager to attend the New Jersey Association of School Business Officials Workshop on December 2, 2008 at a cost not to exceed \$100.

NJSBO

GG. Acceptance of the following donation:
Target and their Take Charge of Education Program to the
Lakewood High School Student Activities account in the
amount of \$335.65.

Donation

**MOTION TO APPROVE THE REMAINING
AGENDA ITEMS**

***Motion To
Approve Agenda***

Mr. Gonter moved, seconded by Mr. Grunhut
to approve the remaining agenda items including
Superintendent's and Personnel items.

ROLL CALL:

Roll Call

YES: Mr. Gonter, Mr. Grunhut,
Mrs. Miccio, Mr. Ostreicher,
Mr. Thomas, Mr. Galdo

NO: None

ABSTAIN: None

MOTION PASSED

**REPORTS AND RECOMMENDATIONS OF
THE SUPERINTENDENT OF SCHOOLS**

Supt. Items

A. SUPERINTENDENT'S ITEMS

1. Approval of home instruction for the
following nonpublic school student to
be provided through Chapter 192 funding:

- NP806 at \$40 per hour at physi-
cian's recommendation.

Home Inst.

10/30/08

Supt. Items

Cont.

2. Approval of the following Home/Bedside
Instruction to comply with student's phy-
sician's order or Administrative decision.
Per hour cost not to exceed \$40.00 unless
otherwise indicated:

- 516W home/bedside instruction
effective October 6 to December 15,
2009 per physician's recommendation.
- 517W home/bedside instruction effect-
ive October 8, 2008 – TBD per Admin-
istrative recommendation.
- 526W home/bedside instruction effective

Home/Bedside

October 18, 2008 – TBD per Administrative recommendation.

- 527W home/bedside instruction effective October 18, 2008 – TBD per Administrative recommendation.
- 528W home/bedside instruction effective October 18, 2008 – TBD per Administrative recommendation.
- 529W home/bedside instruction effective October 18, 2008 – TBD per Administrative recommendation.
- 530W home/bedside instruction effective October 24 to November 3, 2008 per Administrative recommendation.
- 531W home/bedside instruction effective October 21 to October 27, 2008 per Administrative recommendation.
- 532W home/bedside instruction effective October 14, 2008 for a duration of two to four weeks.
- 536W home/bedside instruction effective October 22 to December 23, 2008 per Administration recommendation.

3. Approval of the following out-of-district placements to comply with the student's Individual Education Plans (IEPs) for the 2007-2008 school year:

Out Of Dist.

- 518W to SCHI effective October 30 to June 30, 2009. Cost not to exceed \$49,995.

10/30/08

***Supt. Items
Cont.***

- 519W to Ready set Grow effective October 30 to June 30, 2009. Cost not to exceed \$10,000.
- 520W to Somerset Hills effective September >>>>>(TABLED) 29 to June 30, 2009. Cost not to exceed \$74,028.
- 521W to Burlington Cty. Spec. Serv. Dist. effective September 3 to September 10, 2008. Cost not to exceed \$933.36
- 522W to Tiny Tots effective September 25 to June 30, 2009. Cost not to exceed \$11,250.
- 523W to Tiny Tots effective October 30 to June 30, 2009. Cost not to exceed \$10,000.
- 524W to SCHI effective October 30 to June

- 30, 2009. Cost not to exceed \$49,995.
 - 525W to Ready Set Grow effective October 30 to June 30, 2009. Cost not to exceed \$10,000.
 - 533W to Leap/Headstart effective October 30 to June 30, 2009. There is no tuition.
 - 534W to Ohr Hatorah effective October 29 to June 30, 2009. Cost not to exceed \$20,800.
 - 535W to SCHI effective November 4 to June 30, 2009. Cost not to exceed \$49,995.
 - 537W to Tiny tots effective October 30 to June 30, 2009. Tuition not to exceed \$10,000.
 - 538W to Ready Set Grow effective October 30 to June 30, 2009. Tuition not to exceed \$10,000.

- 4. Approval for the Lakewood Public Schools Professional Development Institute to offer free graduate level courses to teachers for credit and placement on the Lakewood salary guide. **Graduate Level Courses**

- 5. Approval to apply for the Lowe's Tool Box for Education Grant to provide intense support for at-risk, struggling students in the Middle School Achieve Program in the amount of \$5,000. **Lowe's Tool Box**

- 6. Approval to apply for the Target Field Trip Grant to benefit the Achieve Program at Lakewood Middle School in the amount of \$800. **Target Field Trip Grant**

- 10/30/08**

- Supt. Items Cont.**

- 7. Approval of a new Lakewood High School five (5) credit Practical Arts course, "Fashion Design and Sewing: Fashion Design One." **LHS Class**

- 8. Approval for Project Director and the Assistant Director to attend the Annual Projector Director's Conference on January 6-8, 2009 in New York City, and the Teaching American History Performance Objectives and Measures Meeting being held on December 9-11, 2008 in Washington, D.C. at no cost to the District. (All expenses to be paid by the American History Grant) **Teaching Am. History Meetings**

- 9. Approval of Board Resolution to accept the FY2008 Title I School Improvement Fund, Part A (SIA Part A) grant funds in the amount of \$120,914. **FY2008 SIA Part A Funding**

10. Approval authorizing the Board Attorney to take any and all legal action to seek tuition for student 1HOM.
11. Approval authorizing the Board Attorney to take any and all legal action to appeal payment of tuition for the following students: 2HOM, 3HOM, 4HOM, 5HOM, 6HOM, 7HOM, 8HOM, 9HO, 10HOM, 11HOM, 12HOM, 13HOM, 14HOM, 15HOM, 16HOM, 17HOM, 18HOM, 19HOM, 20HOM, 21HOM AND 22HOM.
12. Approval of resolution for the District to participate in the New Jersey State Interscholastic Athletic Association for the 2008 – 2009 school year at a cost of \$2,150 (previously paid). **NJSIAA**

NOTICE: The amount of \$71,960 has been allocated for the New Jersey After 3 Program to be taken from Title I and Title IV funds. No local funds will be utilized for the program and/or any consultants.

INFORMATION:

- § Fire Drill Report for the month of (Attachment B)
- § District Students Monthly Attendance Report (Attachment C)

10/30/08

B. PERSONNEL

Personnel

Reports and Recommendations of the Superintendent of Schools for the following professional staff in accordance with the requirements of Element 6, Indicator 6.5 of the monitoring process.

1. **CERTIFICATED** ***Certificated***
 - a. Resignations – N/A at this meeting
 - b. Retirements ***Retirements***
 - (1) WILLIAMS, Helen
Teacher of the Handicapped – OSS
Effective: October 1, 2008
 - c. Terminations - N/A at this meeting
 - d. Leaves of Absence ***Leaves***
 - (1) McKEE, Bridget
Elementary Teacher – OSS

Sick Leave

Effective: January 5, 2009

Terminating: January 16, 2009

Family Leave

Effective: January 20, 2009

Terminating: February 27, 2009

- (2) PALHETA, Maureen
Teacher of the Handicapped – SSS
Family Leave
Effective: October 20, 2008
Terminating: December 1, 2008 or sooner

e. Transfers - N/A at this meeting

f. Appointments

Appts.

- (1) ***SUBSTITUTE/SUPPLEMENTAL/NURSE
Effective: 2008-2009 School Year
Salary: \$85 per day/
\$100 per day after 30 days
\$40 per hour supplemental
\$150 per day for nurses
(as needed)
Pers. Cont. **10/30/08**

ARANEO, Dawn	CEAS
BERGER, Avigayil	BS
BURR, Lauren	BA
DAVIS, Georgine	Standard
GLOTZER, Joyce	BA
LANGLEY, Linda	MA
McPHERSON, Tauilei	BA
ROSS, Joan	Standard
STEVENSON, Carole	AA
TRONCONE, Tiffany	Nurse
ZETKULIC, Robin	Standard

- (2) TEACHING AMERICAN HISTORY GRANT
Effective: 2008-2009 School Year
Salary: \$125 per day (maximum 10 days)
Funded by: Abigail Adams Teaching American
History Grant
(No Cost to District)
*Not to be Paid - Administrators

LAST NAME	FIRST	LOC
LONGO	Regina	CAGS
OVERTON	Jada	CAGS
FOX	Paulette	SSS
COYNE	Joanne	SSS
PIZZELLA	Todd	EGC
KRIEGEL	Rena	SSS
CURRAO	Cynthia	OSS
SILINONTE	Gina	LMS
SIVOLLELA	Nicole	LMS
NEWTON	John	CAGS
JANUSZ	Marie	LMS
AMOGRETTI	Michelle	CAGS
*YULI	Tina	LMS
*MALDONADO	Annette	LMS
*WHITE	Gail	PAS

10/30/08

Pers. Cont.

(3) 21st Century Community Learning Center
 After School Program
 Effective: 2008-2009 School Year
 Salary: \$40 per hour
 Funded by: 21st CCLC Grant
 (No Cost to District)

LAST NAME	FIRST	POSITION	HOURS
QUAYSON	Cynthia	Site Coordinator	258
PELLETIER	Pamela	Site Coordinator	183
RUIZ	Georgia	Site Coordinator	530
MCCLANAHAN	Megan	Teacher	95
LONGO	Regina	Teacher	89
GARCES	Margarita	Teacher	120
ADLER	Helen	Teacher	66
BURDGE	Christine	Teacher	64
REMPE	Thomas	Teacher	173
OMERT	Stephen	Teacher	62
ROCHE	Melanie	Teacher	62
CORREIA	Cheryl	Teacher	60
NEWTON	John	Teacher	140
KAUFFMAN	Carolyn	Teacher	64
MCCRACKEN	Trudy	Teacher	60

BEDNARZ	Bonnie	Substitute	As needed
NEWTON	John	Substitute	As needed
CORREIA	Cheryl	Substitute	As needed
ROCHE	Melanie	Substitute	As needed
KAUFFMAN	Carol	Substitute	As needed

(4) HENAHAN, Colleen
 Elementary Teacher – EGC
 Certificate of Eligibility with Advanced Standing
 Effective: November 14, 2008 or sooner
 Terminating: June 30, 2009
 Salary: BA, Step 1 - \$43,076 (pro-rated)
 (Replacement for U. Melon – resigned)

(5) HUDANISH, Melissa
 Teacher of English – ACE
 Standard Certificate

10/30/08

Pers. Cont.

Effective: November 17, 2008
 Terminating: June 30, 2009
 Salary: BA15, Step 9 - \$48,823
 (pro-rated)
 (Replacement for L. Kvalo-Savino – resigned)

(6) WHITE, Lauren
 Teacher of Elementary School with Subject Matter
 Specialization: Science in Grades 5 – 8
 Effective: November 3, 2008
 Terminating: June 30, 2009
 Salary: BA, Step 1 - \$43,076 (pro-rated)
 (Replacement for A. Viggiano – resigned)

g. Reappointments – N/A at this meeting

h. Salary Adjustments

Salary Adj.

(1) JACKSON, Cristina
 Physical Therapist – PAS
 From: MA, Step 16 - \$65,554 (11mo)
 To: MA15, Step 16 - \$66,704 (11mo)
 Effective: 2008-2009 School Year

i. Stipends - N/A at this meeting

j. Tuition Reimbursement – N/A at this meeting

k. Miscellaneous - N/A at this meeting

2. NON-CERTIFICATED

Non-Cert.

- a. Resignations - N/A at this meeting
- b. Retirements - N/A at this meeting
- c. Terminations - N/A at this meeting

d. Leaves of Absence

Leaves

- (1) GEIGES, Gertrude
Paraprofessional – LHS
Sick Leave
Effective: October 22, 2008
Terminating: November 19, 2008

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*Pers. Cont.***

Family Leave
Effective: November 20, 2008
Terminating: January 5, 2009
(Pending Attendance Data)

- (2) REYES, Hilda
Administrative Secretary – LHS
Sick Leave
Effective: November 13, 2008
Terminating: December 1, 2008
(Pending Attendance Data)

e. Transfers - N/A at this meeting

f. Appointments

Appts.

- (1) DUFFY, Daniel
Paraprofessional – LMS
Effective: October 31, 2008
Terminating: June 30, 2009
Salary: 90 credits, Step 5 –
\$18,220 (pro-rated)
(Replacement for R. Connor – terminated)
- (2) LONGSWORTH, Rutricia
Paraprofessional – EGC
Effective: November 3, 2008
Terminating: June 30, 2009
Salary: 90 credits, Step 13 - \$20,311
(pro-rated)
(Replacement for C. Johnson – reassigned)

- (3) ***SUBSTITUTE PARAPORFESSIONAL
Effective: 2008-2009 School Year
Salary: \$12 per hour (as needed)

DAMROSE, Laurie

- (4) ***VOLUNTEER MENTOR
Effective: 2008-2009 School Year
Salary: No Cost to District

FABRIZZIO, Rosemarie

GONZALES, Sandra

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Pers. Cont.

- (5) 21st Century Community Learning
Center After School Program
Effective: 2008-2009 School Year
Funded by: 21st CCLC Grant
(No Cost to District)

LAST NAME	FIRST	POSITION	SALARY	HOURS
KARUKS	Ingrid	Asst Site Coordinator	\$16	530
WHITE	Gloria	Paraprofessional	\$15	248
RIVERA	Rose	Paraprofessional	\$15	95
HAGUE	Gail	Paraprofessional	\$15	251
COUGHLIN	Deborah	Paraprofessional	\$15	95

- g. Reappointments - N/A at this meeting
- h. Salary Adjustments - N/A at this meeting
- i. Stipends - N/A at this meeting
- j. Tuition Reimbursements - N/A at this meeting
- k. Miscellaneous

Misc.

- (1) HANSEN, MaryAnn
Executive Secretary – PAS
Sick & Personal = 35
35 ÷ ½ = 17.5
\$57,131 ÷ 220 = \$259.68
\$259.68 x 17.5 = \$4,544.40

* Appointment subject to approval of Criminal History background check by State Department of Education, as per NJSA 18A:6-7-1, et. seq., NJSA 18A:39-17 et. seq., or NJSA 18A:6-4.13 et seq., as applicable.

****** As required by law and code, this Emergent Employee Resolution, upon motion duly made, seconded and carried, it was RESOLVED that this person be employed by the Board of Education of the Lakewood Public School District in the County of Ocean on an emergent basis.

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******* This position does not include the following:
Medical Coverage Personal Days
Dental Coverage Professional Days
Prescriptions Vacation Days
Optical Coverage Sick Days
Reimbursement for Credits

NOTE: ALL CONTRACTS ARE SUBJECT TO ATTORNEY REVIEW BOTH AS TO PROCEDURE AND SUBSTANCE

OLD BUSINESS

Old Bus.

None this meeting.

NEW BUSINESS

New Bus.

None this meeting.

EXECUTIVE SESSION

Ex. Ses.

Mr. Gonter moved, seconded by Mrs. Miccio to go into executive session to discuss legal, contracts and other Board business.

ROLL CALL:

Roll Call

YES: Mr. Gonter, Mr. Grunhut,
Mrs. Miccio, Mr. Ostreicher,
Mr. Thomas, Mr. Galdo

NO: None

ABSTAIN: None

MOTION PASSED

WHEREAS, Public Law 1975, Chapter 231, known as the Open Public Meetings Act, provides that a public

body may not exclude the public from any meeting to discuss any matter described therein until the public body has first adopted a Resolution; and

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Ex. Session

WHEREAS, the Board of Education, of the Township of Lakewood has determined that the following items must be discussed in closed session and that the public must be excluded from said deliberations; and

WHEREAS, the Board of Education, of the Township of Lakewood has determined that the subject matter of the closed discussion falls within those matters described in subsection 7b of the Open Public Meetings Act.

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF LAKEWOOD, COUNTY OF OCEAN, STATE OF NEW JERSEY, that

1. The Board of Education go into closed session to discuss the following subject matters:
Legal, contracts

which subject matters constitute a subject matter described in sub-section 7b of the Open Public Meetings Act.

BE IT FURTHER RESOLVED, THAT, THE BOARD OF EDUCATION, OF THE TOWNSHIP OF LAKEWOOD will disclose to the public the subject matter of said closed discussions, as soon as the matters have been resolved, and the determination can be disclosed to the public.

Mr. Galdo informed the public the Board would not be coming out and no action would be taken.

The Board moved into Executive Session at 8:55 p.m.

Respectfully submitted,

**ROBERT S. FINGER
BUSINESS ADMINISTRATOR/
BOARD SECRETARY**

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