

**MIDDLE TOWNSHIP PUBLIC SCHOOLS
REGULAR BOARD MEETING**

**THURSDAY, NOVEMBER 15, 2012
7:30 p.m.**

MINUTES

MISSION STATEMENT:

The Middle Township School Board has a clearly articulated district mission statement incorporating the expectation that all students achieve the New Jersey Core Curriculum Content Standards (NJCCCS) at all grade levels.

Also, the mission of the Middle Township School District is to provide excellence in education while celebrating the strength of its diversity and upholding the values and traditions of the community in order to produce graduates who possess a love of learning and a sense of responsibility. This education aims to enable all students to reach their potential and become active, productive members of a dynamic, global society.

I. CALL TO ORDER

The New Jersey Open Public Meeting Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act, public notice of the meeting has been given by the Board Secretary in the following manner: Posting written notice to the Atlantic City Press, the Cape May County Herald, written notice with the Clerk of the Township of Middle and posted on the Board Secretary's bulletin board.

II. ROLL CALL

 P Calvin Back
 P Dennis Roberts
 A Robert Bakley II
 P George DeLollis
 P Burgess Hamer
 P Linda Koch
 A Andrew Melchiorre
 P Daniel Money
 P Stephanie Thomas
 P Patricia Ziolkowski

ATTENDANCE

- P Michael J. Kopakowski, Superintendent
- P Dr. David Salvo, Assistant Superintendent for Support Services
- P Diane Fox, School Business Administrator/Board Secretary
- P Lyn Langford, Director of Curriculum and Instruction
- P Christian Paskalides, Principal, Elementary #1
- P Douglas Penkethman, Principal, Elementary #2
- P Amos Kraybill, Principal, Middle School
- A Richard Falletta, Principal, High School
- A William Donio, Board Solicitor
- A Amy Houck, Board Solicitor

OTHERS

Ms. Loteck attended in Mr. Falletta's absence.

Ms. Belin attended in Mr. Donio's absence.

III. PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENCE

Led by the President of the Middle Township Board of Education and followed by a moment of silence.

IV. PRESENTATIONS

- A. Recognition of Employees - *Mr. Kopakowski recognized employees who worked during Hurricane Sandy and awarded them with certificates.*
- B. Leon Costello of Ford-Scott and Associates, District Auditors, presents the 2011-2012 Management Report and Synopsis of the Audit Report.

Mr. Leon Costello of Ford-Scott and Associates presented the Board with information packets concerning the audit. He discussed the following items with the Board:

- Overview of General Fund Balance
- Explanation of the Food Service Enterprise Fund and the Performing Arts Center Enterprise Fund
- The Management Report which had the following recommendations:
 - Food Service discrepancy of claimed meals versus actual meal count
 - Disbursements in the student activity accounts not having proper approval to disburse funds
 - Fixed assets were not recorded in proper year
- The board discussed the corrective action plan as follows:
 - The food service director and will review the monthly claims report versus the actual meal count.
 - The principals will sign all purchase orders before checks are released.
 - School Business Administrator and the Assistant Supervisor of Accounts will review all assets to be recorded in the fixed assets before year end.

- C. Motion to accept the 2011-2012 Comprehensive Annual Financial Report, Synopsis of the Audit Report and the Management Plan
- D. Motion to accept Corrective Action Plan discussed in detail per Attachment A
Exhibit P 13:02:11/15/12
 - 1. Claimed Meals
 - 3. Disbursement Approvals
 - 4. Missing Fixed Assets on Ledger

Motion:	Mr. Roberts	Second:	Mr. Money
Vote:	Roll Call	Carried:	Yes

- X Calvin Back
- Y Dennis Roberts
- A Robert Bakley II
- Y George DeLollis
- Y Burgess Hamer
- Y Linda Koch
- A Andrew Melchiorre
- Y Daniel Money
- Y Stephanie Thomas
- Y Patricia Ziolkowski

V. INFORMATIONAL

- A. Sunshine Moments
Exhibit I 13:05:11/15/12

VI. PUBLIC COMMENT ON AGENDA ITEMS

VII. APPROVAL OF MINUTES

Approval of minutes of previous meeting(s):

- A. Regular Meeting Minutes – October 18, 2012
Exhibit M 13:09:11/15/12
- B. Closed Meeting Minutes – October 18, 2012
Exhibit M 13:10:11/15/12

MOTION TO ACCEPT THE PREVIOUS MINUTES

Motion:	Mr. Money	Second:	Ms. Thomas
Vote:	Voice	Carried:	Yes

VIII. CORRESPONDENCE

Ms. Fox read the Board a thank you card received from MASK. She also read the unofficial election results which were as follows: Stephanie Thomas 4191, Andrew Melchiorre 3656, Patricia Taylor 2950, Mark Collings 2932, Kirby Stiltner 1464 and write-in votes 37.

IX. REPORT OF THE SUPERINTENDENT

- A. Use of Facilities Report
Exhibit S 13:11:11/15/12
- B. Trip List
Exhibit S 13:12:11/15/12
- C. Attendance Report
Exhibit S 13:13:11/15/12
- D. Discipline Report
Exhibit S 13:14:11/15/12

X. COMMITTEE REPORTS

- A. Curriculum Committee
- B. Discipline Committee
- C. Equity/Affirmative Action Committee
- D. Extra-Curricular Committee
- E. Facilities/Grounds/Real Estate Committee - November 14, 2012

Mr. Roberts reported that the committee met on November 14th to discuss the following items: wireless internet proposals from two companies, repairs to the exterior at Elementary #2, Use of Facilities regulations, and an update from Mr. Coram, Facilities Supervisor.

Motion:	Mr. Money	Second:	Mr. Hamer
Vote:	Voice	Carried:	Yes

- F. Finance Committee – November 6, 2012

Mr. DeLollis reported that the Finance Committee met on November 6th to discuss the following: the 2011-2012 Audit, a decrease in school lunch program participation, salaries of various employees and the possibility of an assistant principal.

Motion:	Mr. Hamer	Second:	Mr. Money
Vote:	Voice	Carried:	Yes

- G. Performing Arts Committee
- H. Policy Committee
- I. Staff Relations/Negotiations Committee
- J. Transportation Committee

XI. CERTIFICATION AND APPROVAL OF REPORTS

Be it resolved that the Board of Education approves:

- A. The Monthly Budget Reports for the 2012-2013 school year through October 31, 2012, pending audit. Pursuant to N.J.A.C. 6A:23-2.12 (c) the Secretary certifies that as of October 31, 2012, no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.12 (c).
- B. The October 31, 2012, Report of the Secretary for the 2012-2013 school year, pending audit. Pursuant to N.J.A.C. 6A:23-2.12 (c), the Board certifies that as of October 31, 2012, after review of the Secretary's Monthly Financial Report (appropriations section), and upon consultation with the appropriate District officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.12 (c), and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.
- C. That the Board approve the October 31, 2012, Report of the Treasurer of School Funds for the 2012-2013 school year. It is in agreement with the October 31, 2012, Report of the Secretary, pending audit.

Report of the Secretary – October 31, 2012

Exhibit B 13:09:11/15/12

Report of the Treasurer – October 31, 2012

Exhibit B 13:10:11/15/12

Motion:	Mr. Money	Second:	Mr. Roberts
Vote:	Roll Call	Carried:	Yes

<u>X</u>	Calvin Back
<u>Y</u>	Dennis Roberts
<u>A</u>	Robert Bakley II
<u>Y</u>	George DeLollis
<u>Y</u>	Burgess Hamer
<u>Y</u>	Linda Koch
<u>A</u>	Andrew Melchiorre
<u>Y</u>	Daniel Money
<u>Y</u>	Stephanie Thomas
<u>Y</u>	Patricia Ziolkowski

XII. FINANCIAL

Be it resolved that the Board of Education approves:

- A. Transfer of Funds
Exhibit F 13:16:11/15/12

B. Bill List - Additional Bill List
Exhibit F 13:17:11/15/12

C. The following transportation jointures for the 2012-2013 School Year:

<u>AVALON</u>	<u>RATE</u>
(AV-1) 30 Avalon students to the Avalon Elementary School (Effective 9/4/12 through 6/30/13)	\$ 12,084.05
(AV-2) 29 Avalon students to Stone Harbor Elementary School (Effective 9/4/12 through 6/30/13)	\$ 12,084.05
(AV-3) 15 Avalon students to Middle Twp H.S. /CMC Technical High School (Effective 9/4/12 through 6/30/13)	\$ 8,370.10
(AV-4) 2 Avalon student to Wildwood Catholic (Effective 9/4/12 through 6/30/13)	\$ 1,813.02
(AV-5) 1 Avalon student to Bishop McHugh (Effective 9/4/12 through 6/30/13)	\$ 850.93
(AV-6) 2 Avalon student to CMC Special Services District (Effective 9/4/12 through 6/30/13)	\$ 881.06
<u>STONE HARBOR</u>	
(SH-1) 25 Stone Harbor students to Avalon Elementary School (Effective 9/4/12 through 6/30/13)	\$ 14,399.00
(SH-2) 7 Stone Harbor students to Stone Harbor Elementary School (Effective 9/4/12 through 6/30/13)	\$ 3,256.00
(SH-3) 12 Stone Harbor students to Middle Twp H.S./CMC Technical H.S. (Effective 9/4/12 through 6/30/13)	\$ 5,286.00
<u>GREATER EGG HARBOR TWP</u>	
(GEH-1) 1 Upper Twp student to Ocean Academy (CMCSS) (Effective 7/3/12 through 7/31/12)	\$ 1,264.25
(GEH-2) 1 Upper Twp student to Ocean Academy (CMCSS) (Effective 9/4/12 through 10/26/12)	\$2,276.00
D. The agreement between the Middle Township School District and Dr. Buzz Mingin to provide consulting services for the 2012-13 school year for \$10,000.00 for ten months (paid out of IDEA grant).	
E. The 2012-2013 agreement between Middle Township School District and Technology for Education and Communication Consulting, Inc. to provide services as needed at the following rates:	
Speech and Language Evaluation	\$525/evaluation
Augmentative Communication Evaluation	\$875/evaluation
Assistive Technology Evaluation	\$825/evaluation

- E. A motion to approve the waiver of a discipline hearing for student, D.H. 2012 - 1, in accordance with the recommendation of the Superintendent and as consented to by the parents.
Exhibit A 13:12:11/15/12

- F. A motion to approve the waiver of a discipline hearing for student, D.H. 2012 - 2, in accordance with the recommendation of the Superintendent and as consented to by the parents.
Exhibit A 13:13:11/15/12

- G. A motion to approve the waiver of a discipline hearing for student, D.H. 2012 - 3, in accordance with the recommendation of the Superintendent and as consented to by the parents.
Exhibit A 13:14:11/15/12

- H. A motion to approve the waiver of a discipline hearing for student, D.H. 2012 - 4, in accordance with the recommendation of the Superintendent and as consented to by the parents.
Exhibit A 13:15:11/15/12

- I. A motion to approve the waiver of a discipline hearing for student, D.H. 2012 - 5, in accordance with the recommendation of the Superintendent and as consented to by the parents.
Exhibit A 13:16:11/15/12

- J. A motion to approve the waiver of a discipline hearing for student, D.H. 2012 - 6, in accordance with the recommendation of the Superintendent and as consented to by the parents.
Exhibit A 13:17:11/15/12

- K. A motion to approve the waiver of a discipline hearing for student, D.H. 2012 - 7, in accordance with the recommendation of the Superintendent and as consented to by the parents.
Exhibit A 13:18:11/15/12

- L. A motion to approve the waiver of a discipline hearing for student, D.H. 2012 - 8, in accordance with the recommendation of the Superintendent and as consented to by the parents.
Exhibit A 13:19:11/15/12

- M. A motion to approve the waiver of a discipline hearing for student, D.H. 2012 - 9, in accordance with the recommendation of the Superintendent and as consented to by the parents.
Exhibit A 13:20:11/15/12

Motion:	Mr. Money	Second:	Mr. DeLollis
Vote:	Roll Call	Carried:	Yes

X Calvin Back
Y Dennis Roberts

A Robert Bakley II
 Y George DeLollis
 Y Burgess Hamer
 Y Linda Koch
 A Andrew Melchiorre
 Y Daniel Money
 Y Stephanie Thomas
 Y Patricia Ziolkowski

XIV. PERSONNEL

Be it resolved that the Board of Education accepts the Superintendent's recommendation to approve:

A. The following leave(s) of absence:
Melanie Lisitski – Amended – 10/31/12 – 1/31/13 intermittently as needed with pay and benefits and without pay using FMLA.

B. The following retirements/resignations:

Name: Geraldine Schlenger
Position: Teacher's Aide
Building: Elementary #2
Type: Resignation
Effective: October 22, 2012

Name: Dena Sutor
Position: Teacher's Aide
Building: Middle School
Type: Resignation
Effective: October 24, 2012

Name: Emily Little
Position: Teacher's Aide
Building: Middle School
Type: Resignation
Effective: November 6, 2012

Name: Louis Vito
Position: Teacher's Aide
Building: Middle School
Type: Resignation
Effective: December 21, 2012

Name: David DelConte
Position: Instructional Supervisor
Building: Elementary #1 and Elementary #2
Type: Resignation
Effective: To Be Determined

- C. The following substitute teachers: Krystalynne Maloney, Robin Keil, Kelly Bainbridge, Kathryn Sellers, Deanna Lowe and Steven Gurdgiel
- D. The following substitute bus aides: Geraldine Schlenger
- E. The following substitute bus drivers: Gayle Levinthal
- F. The following substitute nurse: Susan Bright
- G. The following substitute custodians: Jacek Bartha, Dominick Grassi and Edward Dougherty
- H. The following Non-Certified Staff:

Name: Harry Smith
Position: Senior Custodial Worker
Status: Permanent
Building: Elementary #1
Effective: November 19, 2012
Pay Rate: 32,639.00 (pro-rated)
Account: 11-000-262-110-00
Replacing: Sandra Flynn

Name: Amy Reed
Position: Teacher's Aide
Status: Part-Time – 29.5 hours per week
Building: Middle School
Effective: Upon completion of criminal history background check
Pay Rate: \$13,180.00
Account: 11-000-217-106-00-04
Replacing: Emily Little

Name: Erica Waldron-Hawk
Position: Teacher's Aide
Status: Part-Time – 29.5 hours per week
Building: Elementary #2
Effective: Upon completion of criminal history background check
Pay Rate: \$13,180.00
Account: 11-000-217-106-00-02
Replacing: Geraldine Schlenger

Name: Michael Longstreth
Position: Teacher's Aide
Status: Part-Time – 29.5 hours per week
Building: Elementary #2
Effective: Upon completion of criminal history background check
Pay Rate: \$13,180.00
Account: 11-000-217-106-00-02
Replacing: Paula Aita

Name: Devin Quinn-Gibson
Position: Teacher's Aide
Status: Part-Time – 29.5 hours per week
Building: Elementary #1
Effective: Upon completion of criminal history background check
Pay Rate: \$13,180.00
Account: 11-000-217-106-00-01
Replacing: New Position

- I. The following staff members to tutor at the Martin Luther King Center, 1.5 instructional hours per day, \$30.00 per hour.

Substitutes:

1. Justyna Lychacz
Acct. # 11-401-100-101-00-10

- J. The following staff members for 15 hours each for Middle School curriculum writing at \$30 per hour for:

1. Lisa Mericle
2. Susan Roselli
Acct. # 11-000-221-104-00-05

- K. The following Schedule B Positions:

Name: Richard Sterling
Position: Middle School Band Director
Building: Middle School
Stipend: \$4,179.00

- L. The following staff members to tutor at the Middle Township High School Homework Club \$30.00 per hour:

1. Gina Angelozzi
2. Dawn Brewer
3. Melanie Collins
4. Rob Shamberg
5. Vicki Villano
6. Camala Walter

- M. The following staff members to tutor at the Middle School Acceleration program at \$30.00 per hour:

Tutors:

1. Connie Chabok
2. Ralph Nessler
3. Kristen Stiles
4. Sharon Rementer
5. Jaqueline Mendel
6. Sue Pohle

Account #20-231-100-101-10-04

N. Employment of the following Certified Staff:

Name: Jennifer Sheeran
 Position: Computer Teacher
 Status: Long-term Substitute
 Building: Middle School
 Effective: Upon completion of criminal history background check
 Step/Salary: \$75.00 per day for the first five consecutive days, then 1/200th of BA Step 1 for each consecutive day
 Account: 11-140-100-101-00-04
 Replacing: Melanie Lisitski

O. Approval to pay the District Evaluation Advisory Committee \$30.00 per hour for 6 hours per day, 2 training days during the 2012/2013 school year.
 Staff member(s) include:
 Kelley Hogg
 Account #11-000-223-320-00-10

P. The following volunteer(s):

Name: Ryan Babnew
 Position: Basketball Volunteer
 School: High School

Motion:	Mr. Money	Second:	Ms. Koch
Vote:	Roll Call	Carried:	Yes

- X Calvin Back
- Y Dennis Roberts
- A Robert Bakley II
- Y George DeLollis
- Y Burgess Hamer
- Y Linda Koch
- A Andrew Melchiorre
- Y Daniel Money
- Y Stephanie Thomas
- Y Patricia Ziolkowski

XV. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

Ms. Madelyn McCarroll, Cape May Court House, had the following comments and questions for the Board:

- Requested that the Board allow open discussion about the audit and allow the public to ask questions of the auditors.
- How does the district account for the health benefits payments and TPAF payments, how much does it amount to in each year?

- In the agenda, you approved “Assistive Technology Evaluations”, what is this?
- In reading your Technology Report, it states that only 60% of your teachers feel they are proficient in technology. I am not seeing the district do anything to advance this and I have asked before how the district is evaluating this in their hiring process.
- I feel that the district should have a tuition reimbursement policy with a set amount by board policy.
- Experienced board members will be leaving the board, have you thought about creating an Emeritus Board for these board members to participate and help new board members with their responsibilities?

XVI. BOARD COMMENT

With regards to the Health Benefits question, Ms. Fox responded that the teachers and support staff as a unit began contributing as of July 1, 2012, the administrators began contributing July 1, 2011, so for that year it was not a significant amount of money. As of this year, the monthly amount that is contributed is approximately \$25,000.

Dr. Salvo informed Ms. McCarroll that the Assistive Technology Evaluations are for special education students and they determine what, if any assistive devices are necessary for their disability.

Mr. Roberts spoke concerning the tuition reimbursement policy, stating that it is in the individual contracts the amount and how the reimbursement is disbursed.

XVII. RECESS INTO EXECUTIVE SESSION

Motion to move to closed session at 8:10 p.m. for approximately 60 minutes for

1. Personnel
2. Litigation
3. Harassment, Intimidation and Bullying

Motion:	Mr. Money	Second:	Mr. Hamer
Vote:	Voice	Carried:	Yes

XVIII. RECONVENE TO REGULAR SESSION

Motion to reconvene to regular session at 9:26 p.m.

Motion:	Mr. Money	Second:	Mr. Hamer
Vote:	Voice	Carried:	Yes

XIX. ACTION ON EXECUTIVE SESSION ITEMS AS APPROPRIATE

THE FOLLOWING MOTIONS WERE APPROVED:

1. Motion was made to accept the 10/18/12 H.I.B. Report.

Motion:	Mr. Money	Second:	Ms. Koch
Vote:	Roll Call	Carried:	Yes

- X Calvin Back
- Y Dennis Roberts
- A Robert Bakley II
- Y George DeLollis
- Y Burgess Hamer
- Y Linda Koch
- A Andrew Melchiorre
- Y Daniel Money
- Y Stephanie Thomas
- Y Patricia Ziolkowski

2. Motion was made to settle the case L.B., C.B. as discussed in closed session.

Motion:	Mr. Money	Second:	Ms. Koch
Vote:	Roll Call	Carried:	Yes

- X Calvin Back
- Y Dennis Roberts
- A Robert Bakley II
- Y George DeLollis
- Y Burgess Hamer
- Y Linda Koch
- A Andrew Melchiorre
- Y Daniel Money
- Y Stephanie Thomas
- Y Patricia Ziolkowski

XX. ADJOURNMENT

Motion to adjourn the regular meeting of the Board of Education meeting at 9:27 p.m.

Motion:	Mr. Money	Second:	Mr. Hamer
Vote:	Voice	Carried:	Yes

Respectfully Submitted,

Diane S. Fox
School Business Administrator/Board Secretary