

**MIDDLE TOWNSHIP PUBLIC SCHOOLS
REGULAR BOARD MEETING**

**THURSDAY, NOVEMBER 21, 2013
7:35 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 Middle Township Gazette, 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
 P Robert Bakley II
 P George DeLollis
 P Burgess Hamer
 P Linda Koch
 P Andrew Melchiorre
 P Patricia Taylor
 P Stephanie Thomas
 A 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
- A Christian Paskalides, Principal, Elementary #1
- P Douglas Penkethman, Principal, Elementary #2
- P Toni Johnson, Principal, Middle School
- P Frank Riggitano, Principal, High School
- A William Donio, Board Solicitor
- P Kim Belin, Board Solicitor
- A Amy Houck, Board Solicitor

OTHERS

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. Glen Ortman of Ford-Scott and Associates, District Auditors, presents the 2012-2013 Management Report and Synopsis of the Audit Report.

Mr. Glen Ortman of Ford-Scott and Associates, LLC presented the Board with information packets concerning the audit. He discussed the following items with the Board:

- Overview of the 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:
 - Review of the Consolidated Monitoring Report issued by the state
 - Food Service lunch forms not properly categorized—2 that were reviewed.
 - Performing Arts Center Contracts not properly signed, insurance certificates missing
 - ASSA errors not corrected.
- The board discussed the corrective action plan as follows:
 - Consolidated Monitoring Report corrective action plan has been put into place.
 - All lunch forms will be reviewed for accuracy.
 - All Performing Arts Contracts will be reviewed and signed by proper authorities.
 - ASSA corrections will be made in a timely manner.

B. Motion to accept the 2012-2013 Comprehensive Annual Financial Report, Synopsis of the Audit Report and the Management Plan

Motion: Mr. Roberts Second: Ms. Thomas
Vote: Roll Call Carried: Yes

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

C. Motion to accept Corrective Action Plan discussed in detail per Attachment A
Exhibit P 14:04:11/21/13

Motion: Mr. Roberts Second: Ms. Thomas
Vote: Roll Call Carried: Yes

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

D. Garden State Parkway Construction – Michael J. Kopakowski – Handout

E. Strategic Plan Update – Michael J. Kopakowski

V. **INFORMATIONAL**

A. Sunshine Moments
Exhibit I 14:05:11/21/13

VI. PUBLIC COMMENT ON AGENDA ITEMS

Anna Muchler, bus aide, discussed that it is not only the Garden State Parkway lights that are an issue by the one at Bayberry Drive between Burke and Kindle. That light backs up every day and students are running out to press the button at the light to make it turn.

Mr. Doniger, Rio Grande, brought up the subject of the \$681,000 payment for HVAC on the bill list and that maintenance reserve could be used for something other than replacing boilers that should not have been installed in the first place.

VII. APPROVAL OF MINUTES

Approval of minutes of previous meeting(s):

- A. Regular Meeting Minutes –October 17, 2013
Exhibit M 14:11:11/21/13
- B. Closed Meeting Minutes – October 17, 2013
Exhibit M 14:12:11/21/13

MOTION TO ACCEPT THE PREVIOUS MINUTES

Motion:	Mr. Roberts	Second:	Ms. Koch
Vote:	Voice	Carried:	Yes

VIII. CORRESPONDENCE

- 1. Official Election Results - Diane S. Fox

IX. REPORT OF THE SUPERINTENDENT

- A. Use of Facilities Report
Exhibit S 14:13:11/21/13
- B. Trip List
Exhibit S 14:14:11/21/13
- C. Attendance Report
Exhibit S 14:15:11/21/13
- D. Discipline Report
Exhibit S 14:16:11/21/13

X. COMMITTEE REPORTS

- A. Curriculum Committee – November 13, 2013

XI. CERTIFICATION AND APPROVAL OF REPORTS

Be it resolved that the Board of Education approves:

- A. The Monthly Budget Reports for the 2013-2014 school year through October 31, 2013, pending audit. Pursuant to N.J.A.C. 6A:23-2.12 (c) the Secretary certifies that as of October 31, 2013, 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, 2013, Report of the Secretary for the 2013-2014 school year, pending audit. Pursuant to N.J.A.C. 6A:23-2.12 (c), the Board certifies that as of October 31, 2013, 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, 2013, Report of Cash Funds for the 2013-2014 school year. It is in agreement with the October 31, 2013, Report of the Secretary, pending audit.

Report of the Secretary – October 31, 2013

Exhibit B 14:09:11/21/13

Report of Cash – October 31, 2013

Exhibit B 14:10:11/21/13

Motion:	Mr. Roberts	Second:	Ms. Thomas
Vote:	Roll Call	Carried:	Yes

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

XII. FINANCIAL

Be it resolved that the Board of Education approves:

- A. Transfer of Funds
Exhibit F 14:15:11/21/13

- B. Bill List - Additional Bill List
Exhibit F 14:16:11/21/13

- C. The following transportation jointures for the 2013-2014 School Year:

Avalon			
Route #	# Students	Route	Cost
AV-1	26	Avalon to Avalon	\$ 12,403.00
AV-2	20	Avalon to Stone Harbor	\$ 12,402.00
AV-3	26	Avalon to Middle Twp/CMC Technical HS	\$ 8,590.00
AV-4	2	Avalon to WW Catholic	\$ 1,860.71
Av-6	1	Avalon to CMCSSD	\$ 904.24

Stone Harbor			
Route #	# Students	Route	Cost
SH-1	14	Stone Harbor to Avalon	\$ 14,778.00
SH-2	2	Stone Harbor to Stone Harbor	\$ 3,342.00
SH-3	17	Stone Harbor to Middle Twp/CMC Technical HS	\$ 5,425.00
SH-4	1	Stone Harbor to WW Catholic	\$ 930.36

- D. The recommendation to post the Winter Track Schedule B Position at a stipend amount of \$5,343.00.
- E. The HVAC Shared Services between Middle Township Board of Education and Middle Township Fire Department District 1 at an amount of \$29.00 per hour for services.
Exhibit F 14:17:11/21/13
- F. The Technology Shared Services between Middle Township Board of Education and Middle Township Fire Department District 1 at an amount of \$32.00 per hour for services.
Exhibit F 14:18:11/21/13
- G. The following items to be declared surplus with no fair market value:

TITLE	QUANTITY
Everyday Math Pre K Mathematics at Home Book 1 & 2	18
Everyday Math Pre K Mathematics at Home Book 3	45

Everyday Math K Mathematics at Home Book 1	16
Everyday Math K Mathematics at Home Book 2	59
Everyday Math K Consumable Student Material Set	18
Everyday Math Activity Sheets and Home Links	16
Everyday Math 1st Student Math Journal Volume 2	41
Everyday Math 2nd Student Math Journal Volume1	16
Everyday Math 2nd Student Math Journal Volume2	95
Everyday Math Home Links (2007)	17
Everyday Math Home Links (2001)	90

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

Y Calvin Back
Y Dennis Roberts
Y Robert Bakley II (No for Letter D)
Y George DeLollis
Y Burgess Hamer (No for Letter D)
Y Linda Koch
Y Andrew Melchiorre
Y Patricia Taylor
Y Stephanie Thomas
A Patricia Ziolkowski

XIII. ADMINISTRATION

Be it resolved that the Board of Education approves:

A. The following fieldwork placements:

Placement of the following Educational Psychology (40 hours) applicant:
School: The Richard Stockton College of NJ
Dates: Fall 2013 (Effective 10/31/13)
Student: Amanda Crafts

Cooperating

Teacher: Heather Chew & Susan Ryan/ Middle School

- B. Student K.G. to attend Middle Township Public Schools in accordance with Policy 5111 Eligibility of Resident/Nonresident Pupils allowing students of employees permission to attend.
- C. The proposed band trip to Nashville, TN from April 9 – 12, 2014, at an estimated cost of \$800 per student.
- D. The Comprehensive Maintenance Plan for 2012-13, 2013-14, and 2014-15.
Exhibit A 14:11:11/21/13
- E. The first reading of the following policies/regulations:

Regulation 5200 Attendance (M)
 Policy 3431.1 Family Leave (M)
 Policy 4431.1 Family Leave (M)

Policy Alert No. 200

Policy 3144.12 Certification of Tenure Charges – Inefficiency (M) (New)
 Policy 3144.3 Suspension upon Certification of Tenure Charge (New)
 Policy 3372 Teaching Staff Member Tenure Acquisition (New)
 Policy 3373 Tenure upon Transfer or Promotion (New)
 Policy 3374 Tenure upon Transfer to an Underperforming School (New)
 Policy 4124 Employment Contract (Revised)
 Policy 5512 Harassment, Intimidation, and Bullying (M) (Revised)
 Regulation 5512 Harassment, Intimidation, or Bullying Investigation Procedure (M) (Revised)

Motion: Mr. Roberts Second: Ms. Taylor
 Vote: Roll Call Carried: Yes

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

XIV. PERSONNEL

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

A. The following retirements/resignations/terminations:

Name: Virginia Russ
Position: Music Teacher
Building: Elementary #2
Type: Retirement
Effective: January 1, 2014

Name: John Lombardelli
Position: Teacher's Aide
Building: High School
Type: Resignation
Effective: November 15, 2013

Name: Amy Reed
Position: Teacher's Aide
Building: Middle School
Type: Resignation
Effective: January 29, 2014

Name: Frederick Voelker
Position: P.T. Custodian
Building: Elementary #1
Type: Retirement
Effective: March 1, 2014

B. The following leave(s) of absence:

Carol Pearson – Using FMLA from 11/21/13 through 1/1/14 using 20 sick days.
Return to work on 1/2/14

Andrea Davis – Using FMLA from 11/19/13 to 1/2/14 using 9 sick days and then unpaid days.

Cheryl Bulifant – Using FLA from 10/30/13 to 1/1/14 using sick/personal days.

C. The following substitute teachers: Tammy Benavidez, Gregory Carr, Barry Cole, Victoria Kelly-Kuhn, Joseph Opuszynski, Cheryl Patterson, Frank Scaltrito, Grace Mokoena, Jennifer Gray, Lisa Yiannos and Eugene Taylor.

D. The following substitute bus drivers: Patrick McNeece, Robin Grace, Michael Smith

E. The following substitute bus aide: Karolyn Carr, Anna Dimuro, Mary Morrell

- F. The following substitute custodian: Fred Eckstein
- G. The following substitute security guard: Joseph Sykes
- H. The following employees to be paid \$30 per hour for M.S. Homework Club:
 - 1. Susan Roselli
 - 2. Rhonda Rosamilia
 - 3. David Farrow
 - 4. Sheri Highberger
 - 5. Matthew Zigner
 - 6. Regina Kauffman (L.T. Sub)
 - 7. Maudo Rodriguez
 - 8. Gary Rhile
 - 9. Donna Rubcich
 - 10. Cassandra Haubensak
 - 11. William Handley
 - 12. Roberta Pruszinski
 - 13. Ralph Nessler
 - 14. Constance Chabok
- I. The following employees to be paid \$30 per hour for Acceleration:
 - 1. Susan Pohle
 - 2. Kristin Stiles
 - 3. Sharon Rementer
 - 4. Jessica DeBiase
 - 5. Ralph Nessler
 - 6. Constance Chabok
 - 7. Jennifer Heun
- J. The following substitute(s) to work with the Martin Luther King Program at \$30.00 per hour: Emma Akke

Account #: 20-231-100-101-30-01
- K. To rescind the previously approved Schedule B Position:

Name: Shannon Hunsicker
Position: Cheerleading Coach
Building Assignment: Middle School
Stipend: \$3,852.00
- L. Employment of the following Schedule B Positions:

Name: Monica Pedroni
Position: Cheerleading Coach
Building Assignment: Middle School
Stipend: \$3,852.00

Name: Matthew Buesing
Position: Assistant Boys Basketball Coach
Building Assignment: Middle School
Stipend: \$1,549.00

Name: Lisa Mericle
Position: Junior National Honor Society Advisor
Building Assignment: Middle School
Stipend: \$2,000.00

M. The following stipend positions for 2013-2014:

Name: Karen Ortman & Julie Moore
Position: Instructional Coach
Stipend: \$1,500.00 each
Acct. 11-120-100-101-80-01

N. Employment of the following Non-Certified Staff:

Name: Doreen Swanson
Position: Keyboarding Clerk 1
Status: Permanent (12-Month)
Building: Transportation
Effective: November 22, 2013
Step/Salary: \$23,444.00 (pro-rated)
Account: 11-000-270-160-00-12
Replacing: New Position

O. Employment of the following Certified Staff:

Name: Kevin Hrubos
Position: Teacher of Music
Status: Permanent
Building: Elementary #1/Elementary #2
Effective: January 2, 2014
Step/Salary: BA Step 2/\$51,103.00 (pro-rated)
Account: 20-218-200-104-00-01/11-120-100-101-00-01
Replacing: Virginia Russ
Job Code: 2100

Name: Katarzyna Liu
Position: Teacher of English as a Second Language
Status: Part-Time (29.5 hours)
Building: Elementary School #1
Effective: Upon Completion of Criminal History Clearance
Step/Salary: \$42,976.00 (pro-rated)
Account: 11-240-100-101-00-02
Replacing: New Position
Job Code: 1485

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

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

XV. STUDENT PLACEMENT

1. The placement of student listed below as tuition student at Out of District location for the 2013-2014 school year. (Name is on file in the Office of the Superintendent.)

School Name	Number of Students	Tuition
Pinelands Learning Ctr.	1 (JS)	\$33,859.68

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

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

XVI. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

Amanda Kane, parent and single mother, discussed the issue regarding a bus aide and her child on bus A31 and wanted the Board to take action against the aide as she feels it was not handled properly.

Mr. Kopakowski told her that it was not appropriate to discuss personnel issues at the open meeting and would be happy to set up a meeting with her the following week.

Mr. Doniger, Rio Grande, spoke regarding the following issues:

- PreK building and the Board's satisfaction of the maintenance with the building. Perhaps maintenance reserve could be used to replace that building.
- Appropriate student placements
- The PAC should hold an event to raise money for the school district.

XVII. BOARD COMMENT

Mr. Roberts replied that the Long Range Facility Plan has the Pre K annex to be replaced but it would have to be a referendum as the project is more than the maintenance reserve.

XVIII. RECESS INTO EXECUTIVE SESSION

Motion to move to closed session at 9:09 p.m. for approximately 15 minutes for

1. H.I.B.
2. Personnel

Motion:	Mr. Roberts	Second:	Mr. Melchiorre
Vote:	Voice	Carried:	Yes

XIX. RECONVENE TO REGULAR SESSION

Motion to reconvene to regular session at 9:33 p.m.

Motion:	Mr. DeLollis	Second:	Mr. Melchiorre
Vote:	Voice	Carried:	Yes

1. Motion was made to approve the following:

- A. Approval to accept the 10/17/13 Harassment, Intimidation and Bullying Report

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

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

B. Employment of the following Non-Certified Staff:

Name: Gary Coram
 Position: Supervisor of Buildings and Grounds
 Status: Full-time Permanent
 Building: District
 Effective: July 1, 2013
 Salary/Step: \$76,000.00
 Account: 11-000-262-110-00-10

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

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

XX. ADJOURNMENT

Motion to adjourn the regular meeting of the Board of Education meeting at 9:35 p.m.

Motion: Mr. Roberts Second: Ms. Koch
 Vote: Voice Carried: Yes

Respectfully Submitted,

Diane S. Fox
School Business Administrator/Board Secretary