

**MIDDLE TOWNSHIP PUBLIC SCHOOLS
REGULAR BOARD MEETING**

**THURSDAY, DECEMBER 11, 2014
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 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 Dennis Roberts
 P George DeLollis
 P Calvin Back
 A Robert Bakley II
 P Edward Dagney
 P Burgess Hamer
 A Linda Koch
 P Patricia Taylor
 P Stephanie Thomas
 A Patricia Ziolkowski

ATTENDANCE

- P Dr. David Salvo, Superintendent of Schools
- P Diane Fox, School Business Administrator/Board Secretary
- P Lyn Langford, Director of Curriculum and Instruction
- P Robert Johnson, Director of Special Education
- P 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 Amy Houck, Board Solicitor

OTHERS

Nancy Loteck, Asst. Principal, Elementary #1 and Elementary #2 Schools

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 dedicated to violence in schools.

IV. INFORMATIONAL

- A. Sunshine Moments
Exhibit I 15:06:12/11/14
- B. Student Council and Students who visited China

V. PRESENTATIONS

- A. JIF-District Safety Award – Diane S. Fox, Exhibit
- B. Leon Costello of Ford-Scott and Associates, District Auditors, presents the 2013-2014 Management Report and Synopsis of the Audit Report.

Mr. Leon Costello 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:
 - Various minor errors regarding payroll.
 - Proper accounting procedures regarding the sale of food at the Performing Arts Center.
- The board discussed the corrective action plan as follows:

- Checks and comparisons to contracts and pension reports and transfer of unemployment funds to the unemployment trust—all procedures have been put in place as of this date.
- Accounting procedures will be put in place to handle the sale of food during the month of July at the Performing Arts Center.

C. Motion to accept the 2013-2014 Comprehensive Annual Financial Report, Synopsis of the Audit Report and the Management Plan

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

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

D. Motion to accept the Corrective Action Plan discussed in detail per Attachment A
Exhibit P 15:01:12/11/14

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

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

VI. PUBLIC COMMENT ON AGENDA ITEMS

No Comments

VII. APPROVAL OF MINUTES

Approval of minutes of previous meeting(s):

- A. Special Meeting Minutes – November 20, 2014
Exhibit M 15:12:12/11/14
- B. Special Closed Meeting Minutes – November 20, 2014
Exhibit M 15:13:12/11/14
- C. Regular Meeting Minutes – November 20, 2014
Exhibit M 15:14:12/11/14
- D. Closed Meeting Minutes – November 20, 2014
Exhibit M 15:15:12/11/14
- E. Special Meeting Minutes – December 2, 2014
Exhibit M 15:16:12/11/14
- F. Special Closed Minutes – December 2, 2014
Exhibit M 15:17:12/11/14

MOTION TO ACCEPT THE PREVIOUS MINUTES

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

VIII. CORRESPONDENCE

None

IX. REPORT OF THE SUPERINTENDENT

- A. Use of Facilities Report
Exhibit S 15:18:12/11/14
- B. Discipline Report
Exhibit S 15:19:12/11/14
- C. Attendance Report
Exhibit S 15:20:12/11/14
- D. Trip List Report
Exhibit S 15:21:12/11/14

X. COMMITTEE REPORTS

- A. Curriculum Committee – December 2, 2014

Ms. Thomas reported that the Curriculum Committee met on December 2, 2014 and discussed the following: Cape Assist Life Skills Program, Planning Adult Life Program,

Makerspace Curriculum, Academic Pathways – H.S., Midterm and Finals Discussion, Graduation Requirements, and NJASK Results.

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

- B. Discipline Committee
- C. Equity/Affirmative Action Committee
- D. Extra-Curricular Committee – December 9, 2014

Mr. DeLollis reported that the committee met on December 9th and discussed the following items: Winter Schedule B Recommendations, Key Club Schedule B, Winter Guard Schedule, 2016 Trip to Spain/France, Phila. Art Museum Trip, Scoreboard Donation Request, Senior Class Trip to Poconos, Softball Team Trip to S. Carolina and the success of Orange and Black Fundraiser.

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

- E. Facilities/Grounds/Real Estate Committee
- F. Finance Committee – December 9, 2014

Mr. DeLollis reported that the Finance Committee met on December 9th and discussed the 2013-2014 Audit Review, the Interlocal Agreement with Avalon, the Shared Services Agreement with Township of Middle, School Doctor/Urgent Care Services and Affordable Housing meeting with Township Administrators.

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

- G. Performing Arts Committee – December 2, 2014

Ms. Thomas reported that the Performing Arts Committee met on December 2nd and discussed the following: Carpet Quotes, Maintenance Issues, Camera Monitor for “House Area”, Control modules for dimmer switches, and the December Schedule.

Motion: Mr. Hamer Second: Ms. Taylor
Vote: Voice Carried: Yes

- 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 2014-2015 school year through November 30, 2014, pending audit. Pursuant to N.J.A.C. 6A:23-2.12 (c) the Secretary certifies

that as of November 30, 2014, 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 November 30, 2014, Report of the Secretary for the 2014-2015 school year, pending audit. Pursuant to N.J.A.C. 6A:23-2.12 (c), the Board certifies that as of November 30, 2014, 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 November 30, 2014, Report of Cash Funds for the 2014-2015 school year. It is in agreement with the November 30, 2014, Report of the Secretary, pending audit.

Report of the Secretary – November 30, 2014

Exhibit B 15:11:12/11/14

Report of Cash – November 30, 2014

Exhibit B 15:12:12/11/14

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

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

XII. FINANCIAL

Be it resolved that the Board of Education approves:

- A. Transfer of Funds
Exhibit F 15:16:12/11/14
- B. Bill List/Additional Bill List/PAC Bill List
Exhibit F 15:17:12/11/14
- C. The Performing Arts Center Contracts – *None*

- D. The contract between Middle Township School District (sending district) and Egg Harbor Township (receiving district) for one student placed by DCP&P (HP) grade 4. Tuition commencing on October 2, 2014 through June 30, 2015 at the rate of \$71.61 per diem.
- E. To accept the donation of a basketball shooting machine from Gary Barber.
- F. The request to reinstate and post for the position of Key Club Advisor.
- G. The Interlocal Agreement between Avalon School District and Middle Township Board of Education for Bus Maintenance.
Exhibit F 15:18:12/11/14
- H. The Agreement between School Physician and Middle Township Board of Education.
Exhibit F 15:20:12/11/14
- I. The Urgent Care Agreement between Cape Regional Physicians and Middle Township Board of Education.
- J. To accept the Perkins Grant awarded to the District for the 2014-2015 school year in the amount of \$16,251.

(Item I was held until after closed session)

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

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

XIII. ADMINISTRATION

Be it resolved that the Board of Education approves:

- A. The second reading of the following policies and regulations:
 - 1. P 1522 School Level Planning (M)
 - 2. P 5305 Health Services Personnel

<u>Y</u>	Burgess Hamer
<u>A</u>	Linda Koch
<u>Y</u>	Patricia Taylor
<u>Y</u>	Stephanie Thomas
<u>A</u>	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: Eileen Duff
 Position: Teacher
 Building: High School
 Type: Resignation
 Effective: TBD

Name: Tracey Hall
 Position: Health/Physical Ed. Teacher
 Building: Middle School
 Type: Retirement
 Effective: July 1, 2015

Name: Damon Allen
 Position: Teacher's Aide
 Building: Middle School
 Type: Resignation
 Effective: January 1, 2015

Name: Frederick Conlow, Sr.
 Position: Bus Driver
 Building: Transportation
 Type: Retirement
 Effective: March 1, 2015

Name: Melissa Dill
 Position: L.T. Substitute Teacher
 Building: Elementary #2
 Type: Resignation
 Effective: December 12, 2014

B. The following leave(s) of absence:

Siobhan Bernhardt – *Amended* - On FMLA/FLA from 9/2/14 to 2/18/15 (RTW on 2/19/15) using 20 ½ days sick and balance unpaid.

C. Employment of the following Certified Staff:

Name: Samantha Douglass
 Position: P.T. Basic Skills Teacher
 Status: P.T. Permanent
 Building: Elementary #2
 Effective: January 5, 2015
 Salary: \$21,620.34 (42% BA-1)
 Account: 11-213-100-101-00-02
 Replacing: New

Name: Wendy Cope
 Position: H.S. Teacher of French
 Status: Permanent
 Building: High School
 Effective: TBD
 Salary: \$54,810.00/MA-Step 9
 Account: 11-140-100-101-00-08
 Replacing: Lynette Schroeder

Name: Robert Snodgrass
 Position: H.S. Teacher of Music
 Status: Long-Term Substitute
 Building: High School
 Effective: December 5, 2014
 Salary: \$125 per day
 Account: 11-140-100-101-00-08
 Replacing: Deborah Dalfonso

D. Employment of the following Non-Certified Staff:

Name: Antoinette Wallace
 Position: Teacher's Aide
 Status: Part-time – 29.5 hours
 Building: Elementary #1
 Effective: Pending Criminal History Clearance
 Salary: \$13,504.00
 Account: 11-000-217-106-00-01
 Replacing: Lisa Schweizer

Name: Laura Tomlin
 Position: Teacher's Aide
 Status: Part-time – 29.5 hours
 Building: Elementary #1
 Effective: Pending Criminal History Clearance
 Salary: \$13,504.00
 Account: 11-000-217-106-00-01
 Replacing: Melissa Dill

Name: Michael Rash
Position: P.T. Custodial Worker
Status: Part-time - 29.5 hours
Building: Elementary #1
Effective: December 12, 2014
Salary: \$20,863.73 (74.5% of Step 1 Custodian)
Account: 11-000-262-110-00-01
Replacing: Luis Perez

E. Employment of the following substitute teachers: Alison Akke - \$85, Karly Houser - \$90, Robert Snodgrass - \$125, Clarence Davies - \$85

F. Employment of the following substitute aide: Melissa Dill

G. Employment of the following Schedule B positions:

Name: Jacqueline Scuderi
Position: Head Coach Girls Lacrosse
Building: High School
Stipend: \$6112

Name: Ed Letts
Position: Head Spring Track Coach Boys
Building: High School
Stipend: \$6112

Name: Lauren Ruef
Position: Head Softball
Building: High School
Stipend: \$6112

Name: Matt Gilbert
Position: Head Tennis Boys
Building: High School
Stipend: \$5596

Name: Tom Griffin
Position: Head Boys Lacrosse
Building: High School
Stipend: \$6112

Name: Will Mendo
Position: Head Golf Coach
Building: High School
Stipend: \$5596

Name: Chuck Dougherty
Position: Head Baseball Coach
Building: High School
Stipend: \$6112

Name: *TBD*
Position: Head Spring Track Coach Girls
Building: High School
Stipend: \$6112

Name: John Richardson
Position: Assistant Spring Track Coach Boys & Girls
Building: High School
Stipend: \$5343

Name: Matt D'Apolito
Position: Assistant Baseball
Building: High School
Stipend: \$5343

Name: Debbie Tweed
Position: Assistant Lacrosse Girls
Building: High School
Stipend: \$5343

Name: Malcolm Talton
Position: Spring Weight Room
Building: High School
Stipend: \$2042

Name: Mario Duca
Position: Assistant Softball
Building: High School
Stipend: \$5343

Name: Brian Hindle
Position: Assistant Boys Lacrosse
Building: High School
Stipend: \$5343

Name: Tracey Hall
Position: Middle School Head Softball
Building: Middle School
Stipend: \$3888

Name: Andy Ludman
Position: Middle School Head Baseball
Building: Middle School
Stipend: \$3888

Name: Richard Crean
Position: Middle School Head Wrestling
Building: Middle School
Stipend: \$3888

H. The following volunteer position:

Name: Frank Dougherty
Position: Baseball Volunteer
Building: High School

Name: Sam Caraballo
Position: Baseball Volunteer
Building: High School

Name: Jill Mauger
Position: Softball Volunteer
Building: High School

Name: Miranda Duca
Position: Softball Volunteer
Building: High School

Name: Matt Mauger
Position: Softball Volunteer
Building: High School

- I. Maria Woodring, Perkins Grant Coordinator, for the 2014-2015 grant at a stipend of \$754 to be paid out of Account # 20-299-200-101-00-08.
- J. Maria Woodring, FCCLA Advisor, for 2014-2015 at a stipend of \$1,650 to be paid out of Account # 20-299-200-101-00-08.

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

- Y Dennis Roberts
- Y George DeLollis
- Y Calvin Back
- A Robert Bakley II
- Y Edward Dagney
- Y Burgess Hamer
- A Linda Koch
- 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 2014-2015 school year. Names on file in the Office of the Superintendent.

XIX. RECONVENE TO REGULAR SESSION

Motion to reconvene to regular session at 9:03 p.m.

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

1. Motion was made to approve the 11/20/14 Harassment, Intimidation and Bullying Report.

Motion:	Ms. Thomas	Second:	Ms. Taylor
Vote:	Voice	Carried:	Yes

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

2. Motion was made to approve Item I under Financial (Urgent Care Contract).

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

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

XX. ADJOURNMENT

Motion to adjourn the regular meeting of the Board of Education meeting at

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

Respectfully Submitted,

Diane S. Fox
School Business Administrator/Board Secretary