

**MIDDLE TOWNSHIP PUBLIC SCHOOLS**

**REGULAR BOARD MEETING**

**THURSDAY, DECEMBER 14, 2017**

**7:00 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  
  P   Robert Bakley II  
  P   Ed Dagney  
  A   Burgess Hamer  
  X   *Open Seat*  
  P   Patricia Taylor  
  P   Stephanie Thomas  
  A   Renee Pettit

## ATTENDANCE

- P Dr. David Salvo, Superintendent of Schools
- A Diane Fox, School Business Administrator/Board Secretary
- P Dr. Toni Lehman, Director of Curriculum and Instruction
- P Robert F. Johnson, Director of Special Education
- P Christian Paskalides, Principal, Elementary #1
- A Douglas Penkethman, Principal, Elementary #2
- P Jeffrey Ortman, Principal, Middle School
- P George West, Principal, High School
- A William Donio, Board Solicitor
- P Amy Elco, Board Solicitor

## OTHERS

Vicki Walton, Assistant Board Secretary

### 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. INFORMATIONAL

- A. Sunshine Moments  
**Exhibit I 18:06:12/14/17**

Mr. Roberts thanked Mr. Bakley for his service and that there was going to be a plaque at Elementary #1 for his contribution to the building project.

Ms. Lehman spoke on the Recovery High School Grant. Dr. Salvo and Mr. Roberts thanked and congratulated her on the accomplishment.

Dr. Salvo spoke on Dress Down Day money (\$2,000) raised to help needy families.

### V. PRESENTATIONS

- A. Ford-Scott - 2016-2017 Management Report and Synopsis of the Audit Report – Corrective Action Plan - **Exhibit P 18:03:12/14/17**

Ms. Laura Rohman, CPA of Ford-Scott & Associates, presented the Board with the annual audit and management report prepared for the June 30, 2017 year end. Ms. Rohman gave a brief overview of the audit highlighting the general fund balance, the management report recommendations and the performance of the two enterprise funds—Food Service and the Performing Arts Center.

The following was discussed:

- Overview of the General Fund Balance
- The Management Report which had the following recommendations:
  - Three employees not paid in accordance with their contracts resulting in overpayments and one employee longevity incorrectly calculated.
  - Student activity funds had the following errors: not all cash receipts properly supported, ticket accountability sheets not being properly signed off, and individuals paid instead of company from which products were purchased.

The board discussed the corrective action plan as follows:

- Payroll calculations will be reviewed on an ongoing basis and compared to source documents.
- New procedures will be implemented regarding the student activity accounts with oversight from the business office.

B. Motion to accept the 2016-2017 Comprehensive Annual Financial Report, Synopsis of the Audit Report and the Management Plan.

C. Motion to accept the corrective action plan discussed in detail per attachment P

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

<u>Y</u>	Dennis Roberts
<u>Y</u>	George DeLollis
<u>Y</u>	Calvin Back
<u>Y</u>	Robert Bakley II
<u>Y</u>	Ed Dagney
<u>A</u>	Burgess Hamer
<u>X</u>	<i>Open Seat</i>
<u>Y</u>	Patricia Taylor
<u>Y</u>	Stephanie Thomas
<u>A</u>	Renee Pettit

**VI. PUBLIC COMMENT ON AGENDA ITEMS**

Ms. Joan Fodera (Somers Point) read a letter congratulating Keith Hickman and the PAC staff on Winter concerts.

Mr. Stanley Doniger (Rio Grande) questioned High School electric bill. Dr. Salvo and Mr. Roberts responded. He also questioned Item M, Bayada nurse agenda item as to why it could not be done in house. Mr. Johnson explained. Mr. Doniger spoke about a check at Township waiting for a letter, which Dr. Salvo and Mr. Roberts acknowledged. Lastly, Mr. Doniger congratulated and thanked Dr. Lehman and the Board for the hard work put into getting the High School Recovery Grant.

Mr. Bakley thanked the Board for their help during his time on the board, and also thanked Dr. Lehman for getting the High School Recovery Grant.

## VII. APPROVAL OF MINUTES

Approval of minutes of previous meeting(s):

- A. Regular Meeting Minutes – November 16, 2017  
**Exhibit M 18:09:12/14/17**
- B. Closed Meeting Minutes – November 16, 2017  
**Exhibit M 18:10:12/14/17**

### MOTION TO ACCEPT THE PREVIOUS MINUTES

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

## VIII. CORRESPONDENCE

None

## IX. REPORT OF THE SUPERINTENDENT

- A. Use of Facilities Report  
**Exhibit S 18:22:12/14/17**
- B. Trip List  
**Exhibit S 18:23:12/14/17**
- C. Discipline Report  
**Exhibit S 18:24:12/14/17**
- D. Attendance Report  
**Exhibit S 18:25:12/14/17**
- E. Fundraising Requests  
**Exhibit S 18:26:12/14/17**
- F. H.I.B. Report – Confidential

## X. COMMITTEE REPORTS

- A. Curriculum Committee
- B. Discipline Committee
- C. Equity/Affirmative Action Committee
- D. Extra-Curricular Committee
- E. Facilities/Grounds/Real Estate Committee
- F. Finance Committee – November 30, 2016

*Mr. DeLollis reported that the Finance Committee met on November 30<sup>th</sup> and discussed the following: 2016-17 Audit, Canon Copier Proposal, and health benefits information.*

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

G. Performing Arts Committee – November 30, 2017

*Ms. Thomas reported that the PAC Committee met on November 30<sup>th</sup> and discussed: Contract for On Stage New York, Keith Hickman Performance, and reviewed the PAC's Income Statement.*

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

H. Policy Committee – December 4, 2017

*Mr. Dagney reported that the Policy Committee met on December 7<sup>th</sup> to review the Policies and Regulations which appear on tonight's agenda for their first reading.*

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

I. Staff Relations/Negotiations Committee

J. Transportation Committee – December 7, 2017

*Mr. Roberts reported that the Transportation Committee met on December 7<sup>th</sup> and discussed the current transportation office, substitute shortage, referendum update, training update and voluntary meetings.*

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

## XI. CERTIFICATION AND APPROVAL OF REPORTS

Be it resolved that the Board of Education approves:

- A. The Monthly Budget Reports for the 2017-2018 school year through November 30, 2017, pending audit. Pursuant to N.J.A.C. 6A:23-2.12 (c) the Secretary certifies that as of November 30, 2017, 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, 2017, Report of the Secretary for the 2017-2018 school year, pending audit. Pursuant to N.J.A.C. 6A:23-2.12 (c), the Board certifies that as of November 30, 2017, 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, 2017, Report of Cash Funds for the 2017-2018 school year. It is in agreement with the November 30, 2017, Report of the Secretary, pending audit.

Report of the Secretary – November 30, 2017

**Exhibit B 18:11:12/14/17**

Report of Cash – November 30, 2017

**Exhibit B 18:12:12/14/17**

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

- Y Dennis Roberts
- Y George DeLollis
- Y Calvin Back
- Y Robert Bakley II
- Y Ed Dagney
- A Burgess Hamer
- X *Open Seat*
- Y Patricia Taylor
- Y Stephanie Thomas
- A Renee Pettit

## XII. FINANCIAL

Be it resolved that the Board of Education approves:

- A. Transfer of Funds  
**Exhibit F 18:12:12/14/17**
- B. Bill List/Additional Bill List/PAC Bill List  
**Exhibit F 18:13:12/14/17**
- C. PAC Contracts - *None*
- D. The contract between Monroe Township BOE (sending district) and Middle Township BOE (receiving district) for two DCP&P placed students (KS and GS) that the sending district agrees to pay tuition at the rate of \$13,311.00 (GR5) and \$10,550.00 (K) for the 2017-2018 SY.
- E. The contract between Egg Harbor Township BOE (receiving district) and Middle Township BOE (sending district) for two DCP&P placed students (OH and BG) that the sending district agrees to pay tuition at the rate of \$183.24 per diem for 2 PK Disabled students for the 2017-2018 SY.

F. The tuition contract between Egg Harbor School District (sending) and Middle Township Board of Education (receiving) for one homeless student, AD, for the 2017-2018 school year. Egg Harbor School District agrees to pay Middle Township Board of Education \$10,550.00. Payments of \$1,055.00 commence monthly and terminate June 16, 2018.

G. Resolution to approve 2017-2018 ESEA grant as revised for carryover funds:

	<b>Original</b>	<b>Revised</b>
Title I Basic	\$670,754	\$709,248
Title I Part A Neglected	\$ 1,680	\$ 1,680
Title II Part A	\$ 88,373	\$ 89,491
Title III	\$ 13,574	\$ 26,526
Title IV	\$ 10,000	\$ 10,000
<b>Total</b>	<b>\$784,351</b>	<b>\$836,945</b>

H. The amended 2017-2018 IDEA Grant as follows:

	<b>Original</b>	<b>Amended</b>
Basic	\$631,647	\$631,783

I. Hunterdon Central Regional High School to perform Case Management duties at the rate of \$59.07 per hour for student (171801), name on file in the Board of Education Office.

J. Accept the Recovery High School Project Planning Grant, not to exceed \$100,000 for the project period of 12/1/17 to 6/30/18. The district will be awarded funds in the following manner:

- \$50,000 upon receipt of the Letter of Agreement
- Second allocation after submission of the mid-year program activity report due 3/30/18.
- Final allocation after submission of the final program activity report due 7/16/18. The Letter of Agreement outlines the requirements for the reports to be submitted.

**Exhibit F 18:14:12/14/17**

K. The Lease of 18 black and white copiers and 2 color copiers for the district with Canon Financial Services for the following costs:

<b>VENDOR</b>	<b>Canon</b>
Cost per month	\$ 6,200.00
Annual Cost	\$ 74,400.00
Length of Lease	60 Months
	National IPA Participating Agent # 1145528

Cancellation of the remaining 6 months on the Ricoh lease to be reimbursed by Canon.

L. The following maintenance reserve request:

School	Items	Amount
High School	Additional Lunch room tables	\$ 13,000.00
Total		\$ 13,000.00

M. Bayada Home Health Care, Inc. to provide “In-School” nursing services for student at CMCS SSD at the following rates: \$45.00 per hour for LPH, \$55.00 per hour for RN. (Personnel to be determined)

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

- Y Dennis Roberts
- Y George DeLollis
- Y Calvin Back
- Y Robert Bakley II
- Y Ed Dagney
- A Burgess Hamer
- X *Open Seat*
- Y Patricia Taylor
- Y Stephanie Thomas
- A Renee Pettit

**XIII. REFERENDUM**

Be it resolved that the Board of Education approves:

- A. Update on Referendum – Diane Fox
- B. Bill List – Additional Bill List  
**Exhibit R 18:07:12/14/17**
- C. The following change orders:

**Elementary #1 Contract with R. Wilkinson & Sons Construction**

#	Reason	Amount	Addition to Contract	Deducted from General Allowance	Deducted from Steel Allowance
	<b>Total Contract Cost</b>		<b>\$ 7,866,433.57</b>		
	<b>Contract allowance remain</b>			<b>\$ 8,836.24</b>	<b>\$ 551.05</b>
GC-7	Prep concrete slab due to remediation	\$ 12,693.42	\$ 12,693.42		
<b>Totals</b>			<b>\$7,879,126.99</b>	<b>\$ 8,836.24</b>	<b>\$ 551.05</b>



Shunpike, Middle School and High School Contract with MJJ Construction:

#	Reason	Amount	Addition to Contract	Deducted from General Allowance
	<b>Contract allowance remain</b>			<b>\$ 15,981</b>
GC-4	Canopy Adjustments	\$ 2,444		\$ 2,444
	Removal of dead trees	\$ 2,777		\$ 2,777
	<b>Balance remaining in allowances</b>			<b>\$ 10,760</b>

Elementary #2 Contract with Arthur J. Ogren, Inc.

#	Reason	Amount	Addition to Contract	Deducted from General Allowance
	<b>Total Contract Cost</b>		<b>\$ 7,264,551.50</b>	
	<b>Contract allowance remain</b>			<b>\$ 100,000.00</b>
GC-5	Replace well pump wiring due to unforeseen conditions	\$ 9,971.44		\$ 9,971.44
	<b>New Contract Balance</b>		<b>\$ 7,264,551.50</b>	
	<b>Balance remaining in allowances</b>			<b>\$ 90,028.56</b>

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

- Y Dennis Roberts
- Y George DeLollis
- Y Calvin Back
- Y Robert Bakley II
- Y Ed Dagney
- A Burgess Hamer
- X *Open Seat*
- Y Patricia Taylor
- Y Stephanie Thomas
- A Renee Pettit

**XIV. ADMINISTRATION**

Be it resolved that the Board of Education approves:

A. The following fieldwork placement(s):

Student: Jerry Filangieri  
 School: Stockton University

Dates: 1/26/18 to 4/28/18  
Coop Staff: Tracy Vanderhoff (M.S.)

Student: Caroline Bowman  
School: Stockton University  
Dates: 1/26/17 to 4/28/18  
Coop Staff: Angela Quintana (H.S.)

B. The first reading of the following policies and regulations:

- P 2700 Services to Nonpublic School Students (M) (Revised)
  - P & R 7100 Long-Range Facilities Planning (M) (Revised)
  - P & R 7101 Educational Adequacy of Capital Projects (Revised)
  - P 7102 Site Selection and Acquisition (Revised)
  - R 7102 Site Selection and Acquisition (New)
  - P 7130 School Closing (Revised)
  - P 7300 Disposition of Property (Revised)
  - R 7300.1 Disposition of Instructional Property (Abolished)
  - R 7300.2 Disposal of Land (Revised)
  - R 7300.3 Disposition of Personal Property (Revised)
  - R 7300.4 Disposition of Federal Property (Revised)
- Exhibit A 18:06:12/14/17**

C. A motion to approve the waiver of a discipline hearing for student, DH-6 (2017—18), in accordance with the recommendation of the Superintendent and as consented to by the parent.  
**Exhibit A 18:07:12/14/17**

D. A motion to approve the waiver of a discipline hearing for student, DH-7 (2017—18), in accordance with the recommendation of the Superintendent and as consented to by the parent.  
**Exhibit A 18:08:12/14/17**

E. A motion to approve the waiver of a discipline hearing for student, DH-8 (2017—18), in accordance with the recommendation of the Superintendent and as consented to by the parent.  
**Exhibit A 18:09:12/14/17**

F. A motion to approve the waiver of a discipline hearing for student, DH-9 (2017—18), in accordance with the recommendation of the Superintendent and as consented to by the parent.  
**Exhibit A 18:10:12/14/17**

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

Y Dennis Roberts  
Y George DeLollis  
Y Calvin Back

<u>Y</u>	Robert Bakley II
<u>Y</u>	Ed Dagney
<u>A</u>	Burgess Hamer
<u>X</u>	<i>Open Seat</i>
<u>Y</u>	Patricia Taylor
<u>Y</u>	Stephanie Thomas
<u>A</u>	Renee Pettit

## XV. PERSONNEL

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

A. The following Resignations/Retirements:

Name: Gabrielle Gandolfo  
 Position: Elementary Teacher  
 Building: Elementary #1  
 Type: Retirement  
 Effective: June 30, 2018

Name: Jennifer Pfander  
 Position: Elementary Teacher  
 Building: Elementary #1  
 Type: Retirement  
 Effective: June 30, 2018

Name: Courtney Mulgrew  
 Position: Teacher's Aide  
 Building: Middle School  
 Type: Resignation (Hired as Teacher)  
 Effective: November 17, 2017

B. The following leave(s) of absence:

Melissa Clossey – On FMLA from 12/4/17 through 1/19/18 paid using sick days until exhausted, then unpaid for remainder. RTW 1/22/18

Robin Lomot – On FMLA paid using personal days 11/28/17 through 12/11/17.

C. The following substitute teachers:

<u>Name</u>	<u>Cert. Type</u>	<u>Pay</u>
Maddison Brown	Sub Teacher	\$85
Thomas Feraco	Sub Teacher	\$85
Marie Gleason	Sub Teacher	\$85
Alexa Piro	Sub Teacher	\$85
Kathryn Axelsson	Sub Teacher	\$85

- D. The following certificated teachers as mentors to novice teachers for the 2017/2018 school year:

Novice Teacher	Mentor Teacher
Courtney Mulgrew-MS	Kara Osmundsen-MS

- E. The transfer of Andrea Glenn, Teacher's Aide - 29.5 hours, from M.S. to H.S. (following student) effective 9/1/17.
- F. Employment of the following Schedule B positions:

Name: Zackary Vogelei  
 Position: Assistant Football Coach  
 Building: High School  
 Stipend: \$6,271 (2017 Football Season)

Name: Kelly Todd  
 Position: Girls Head Lacrosse Coach  
 Building: High School  
 Stipend: \$6,556

Name: Thomas Ferraco, Jr.  
 Position: Assistant Boys Basketball Coach  
 Building: High School  
 Stipend: \$6,271

- G. Employment of the following Non-Certified Staff:

Name: Olga Rhile  
 Position: Teacher's Aide – 29.5 hours  
 Status: Permanent  
 Building: Elementary #1  
 Effective: December 18, 2017  
 Salary: \$14,502.00 (pro-rated)  
 Account: 11-000-217-106-00-01

- H. Employment of the following Certified Staff:

Name: Melisha Anderson-Ruiz  
 Position: Basic Skills Teacher  
 Status: Permanent  
 Building: Elementary #1  
 Effective: January 2, 2018  
 Salary: BA+15-1/\$54,790.00  
 Account: 11-120-100-101-00-01

- I. The following prep-time for Professional Development on 12/1/2017 @ \$30.00 per hour:

Laura Lambert-4 hours

- Jay Wynn-2 hours
- Rebecca Hannings-2 hours
- Andrea Davis-2 hours
- Roberta Hoffman-2 hours
- Martina Trapani-2 hours
- Lisa Taylor-2 hours
- Deborah Dalfonso-2 hours
- Kim Moore-2 hours
- Quintin Thomas-2 hours
- Angela Quintana-2 hours
- Celia Llaberia-2 hours

Total \$ 780.00 - Account #11-000-221-104-00-05

J. The following substitute bus driver: Steve Hagan

K. The following personnel transfer with salary adjustment:

Name:	Lynn Frech
Previous Position:	Senior Custodian
New Position:	Day Custodian - LP
Location:	High School – No Change
Previous Salary:	\$53,249.00
New Salary:	\$51,603.00

L. The following personnel transfers effective January 1, 2018, no change in salary:

Charles Hengstler from Elementary #1 night shift to Elementary #1 Day Shift.

William Knight from Grounds to H.S. Mid-Day shift.

Mike Rash to Tuesday to Saturday weekly schedule change.

Ivan Soto to Monday to Friday weekly schedule change.

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

- Y Dennis Roberts
- Y George DeLollis
- Y Calvin Back
- Y Robert Bakley II
- Y Ed Dagney (Abstained from Letter H)
- A Burgess Hamer
- X *Open Seat*
- Y Patricia Taylor
- Y Stephanie Thomas
- A Renee Pettit

**XVI. STUDENT PLACEMENT**

A. The placement of student listed below as tuition student at Out of District location for the 2017-2018 school year. Name on file in the Office of the Superintendent.

<u>School Name</u>	<u>Student</u>	<u>Tuition</u>
<i>None</i>		

**XVII. PUBLIC COMMENTS ON NON-AGENDA ITEMS:**

None

**XVIII. BOARD COMMENT**

Dr. Salvo welcomed Melisha Anderson to Elementary #1 as the new Basic Skills Teacher.

**XIX. RECESS INTO EXECUTIVE SESSION**

Motion was made to move to closed session at 7:45 p.m. for approximately 20 minutes for

- Personnel

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

**XX. RECONVENE TO REGULAR SESSION**

Motion was made to reconvene to regular session at 8:05 p.m.

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

**XXI. ADJOURNMENT**

Motion to adjourn the regular meeting of the Board of Education meeting at 8:05 p.m.

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

Respectfully Submitted,

Vicki Walton  
Assistant Board Secretary