

**MIDDLE TOWNSHIP PUBLIC SCHOOLS
REGULAR BOARD MEETING**

**THURSDAY, DECEMBER 8, 2016
7:01 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 (Arrived 7:11 p.m.)
 A Robert Bakley II
 P Edward Dagney
 P Burgess Hamer
 P Gloria Hodges
 P Patricia Taylor
 P Stephanie Thomas
 A Jeffrey Trout

ATTENDANCE

- P Dr. David Salvo, Superintendent of Schools
- P Diane Fox, School Business Administrator/Board Secretary
- A Kathleen McDonald, 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 Dr. Toni Lehman, Principal, Middle School
- P Frank Riggitano, Principal, High School
- A William Donio, Board Solicitor
- P Amy Elco, 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 in honor of the anniversary of Pearl Harbor and all veterans.

IV. INFORMATIONAL

- A. Sunshine Moments
Exhibit I 17:06:12/8/16

V. PRESENTATIONS

- A. Ford-Scott - 2015-2016 Management Report and Synopsis of the Audit Report –
Laura Rohman

Corrective Action Plan - Exhibit P 17:02:12/8/16

Ms. Laura Rohman, CPA of Ford-Scott & Associates, presented the Board with the annual audit and management report prepared for the June 30, 2016 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:
 - Inconsistencies concerning payroll due to the retro payment calculations performed mid-year, timely transfers to the unemployment trust fund and timely removal of one employee from health benefits.
 - Meal claim count inconsistencies for two months.

- Transportation B&T's for transported non-public students
- The board discussed the corrective action plan as follows:
 - Payroll calculations will be reviewed on an ongoing basis, implementation of accounting system procedures.
 - Meal claim counts will be reconciled twice each month for proper reporting to the state reimbursement system.
 - B&T's will be sent to all non-public schools—transported and aid in lieu.

B. Motion to accept the 2015-2016 Comprehensive Annual Financial Report, Synopsis of the Audit Report and the Management Plan.

Motion:	Mr. DeLollis	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
- Y Gloria Hodges
- Y Patricia Taylor
- Y Stephanie Thomas
- A Jeffrey Trout

C. Motion to accept the Corrective Action Plan discussed in detail per Attachment A.

Motion:	Mr. DeLollis	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
- Y Gloria Hodges
- Y Patricia Taylor
- Y Stephanie Thomas
- A Jeffrey Trout

VI. PUBLIC COMMENT ON AGENDA ITEMS

None

VII. APPROVAL OF MINUTES

Approval of minutes of previous meeting(s):

- A. Regular Meeting Minutes – November 17, 2016
Exhibit M 17:09:12/8/16

MOTION TO ACCEPT THE PREVIOUS MINUTES

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

VIII. CORRESPONDENCE

Ms. Fox presented the Board Election results. The Organizational Meeting is set for January 5, 2017 at 4:00 p.m.

IX. REPORT OF THE SUPERINTENDENT

- A. Use of Facilities Report
Exhibit S 17:17:12/8/16
- B. Trip List
Exhibit S 17:18:12/8/16
- C. Discipline Report
Exhibit S 17:19:12/8/16
- D. Attendance Report
Exhibit S 17:20:12/8/16
- E. Fundraising Requests
Exhibit S 17:21:12/8/16
- F. H.I.B. Report, November 2016 – Confidential

X. COMMITTEE REPORTS

- A. Curriculum Committee
- B. Discipline Committee
- C. Equity/Affirmative Action Committee – December 5, 2016

Ms. Thomas reported that the Equity Committee met on December 5th and discussed the following items: Strategic Plan, District Demographics, District Equity Team, Minority Teacher Recruitment, and Cultural Diversity Awareness.

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

- D. Extra-Curricular Committee
- E. Facilities/Grounds/Real Estate Committee

F. Finance Committee – November 30, 2016

Mr. Roberts reported that the Finance Committee met on November 30th to discuss the following agenda items: Ford, Scott 15/16 Audit, Department of Labor Audit, Monitoring of IDEA Grant, possible district promotions, 2016-17 Budget, and a Referendum Update.

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

G. Performing Arts Committee – November 30, 2016

Ms. Thomas reported that the Performing Arts Committee met on November 30th to discuss the following items: Contracts for Review, PAC Financials, lift equipment and rail system inspections.

Motion:	Mr. Dagney	Second:	Ms. Hodges
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 2016-2017 school year through November 30, 2016, pending audit. Pursuant to N.J.A.C. 6A:23-2.12 (c) the Secretary certifies that as of November 30, 2016, 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, 2016, Report of the Secretary for the 2016-2017 school year, pending audit. Pursuant to N.J.A.C. 6A:23-2.12 (c), the Board certifies that as of November 30, 2016, 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, 2016, Report of Cash Funds for the 2016-2017 school year. It is in agreement with the November 30, 2016, Report of the Secretary, pending audit.

Report of the Secretary – November 30, 2016

Exhibit B 17:11:12/8/16

Report of Cash – November 30, 2016

Exhibit B 17:12:12/8/16

Motion:	Ms. Hodges	Second:	Ms. Thomas
Vote:	Roll Call	Carried:	Yes

- Y Dennis Roberts
- Y George DeLollis
- Y Calvin Back
- A Robert Bakley II
- Y Edward Dagney
- Y Burgess Hamer
- Y Gloria Hodges
- Y Patricia Taylor
- Y Stephanie Thomas
- A Jeffrey Trout

XII. FINANCIAL

Be it resolved that the Board of Education approves:

- A. Transfer of Funds
Exhibit F 17:17:12/8/16
- B. Bill List/Additional Bill List/PAC Bill List
Exhibit F 17:18:12/8/16
- C. The tuition contract between Middle Township Board of Education (receiving) and Woodbine Board of Education (sending) for two homeless students, KA & SA, for the 2016-2017 SY. Woodbine Borough agrees to pay the tuition of \$13,973.00 per student for a combined total of \$27,946.00. Payments to be made monthly at a rate of \$2,794.60.
- D. The tuition contract between Middle Township Board of Education (receiving) and Lower Township Board of Education (sending) for two homeless students, SW and JDP, for the 2016-2017 SY. The sending district agrees to pay the tuition of \$10,550.00 (Pre-K) and \$13,311.00 (Gr. 6) for a combined total of \$23,861.00. Payments to be made monthly at a rate of \$2,386.10.
- E. The contract between Middle Township BOE (receiving district) and Wildwood BOE (sending district) for 4 homeless students and that the sending district agrees to pay tuition at the rate of \$13,311.00 (Gr. 8 one student), \$12,000.00 (Gr. 9 one student), \$12,000.00 (Gr. 12 one student) \$10,550.00 (Pre-K one student) for the 2016-2017 SY. The total for all 4 students is \$47,861.00 to be paid monthly at \$4,786.10.

F. The joint transportation agreement with Lower Township Board of Education to provide transportation to Middle Township students attending Lower Township as Choice students. The district agrees to pay \$884 per student for the transportation services.

G. The amended 2016-2017 IDEA Grant as follows:

Basic Amended \$619,630

H. Resolution to approve 2016-2017 NCLB Amendment as follows:

Title I \$757,758
 Title IIA \$122,927
 Title III \$23,519

Amended for Carryover funds from 2015-2016

I. The following teachers to be paid out of Federal Grants for the 2016-2017 grant period amended percentages due to carryover:

Title I		
Location	Name	Funding %
Elem #1	Jennifer Pfander	48%
Elem #2	Karen Ermelin	65%
High School	Tom Griffin	65%
Title IIA		
Location	Name	Funding %
Elem #1	Lisa Ludman	51.8%
IDEA		
Location	Name	Funding%
Cape Christian Academy (Non-Public Portion)	Shelly Hope	Total salary: \$6,313

Motion: Ms. Thomas 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
- Y Gloria Hodges

- Y Patricia Taylor
- Y Stephanie Thomas
- A Jeffrey Trout

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 17:08:12/8/16

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

- Y Dennis Roberts
- Y George DeLollis
- Y Calvin Back
- A Robert Bakley II
- Y Edward Dagney
- Y Burgess Hamer
- Y Gloria Hodges
- Y Patricia Taylor
- Y Stephanie Thomas
- A Jeffrey Trout

XIV. ADMINISTRATION

Be it resolved that the Board of Education approves:

- A. The Nursing/Allied Health Contract between Atlantic Cape Community College and Middle Township Board of Education from January 1, 2017 through December 31, 2017.

Motion:	Ms. Hodges	Second:	Ms. Thomas
Vote:	Roll Call	Carried:	Yes

- Y Dennis Roberts
- Y George DeLollis
- Y Calvin Back
- A Robert Bakley II
- Y Edward Dagney
- Y Burgess Hamer

Y Gloria Hodges
Y Patricia Taylor
Y Stephanie Thomas
A Jeffrey Trout

XV. PERSONNEL

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

A. The following Resignations/Retirements:

Name: Jerry Davis
Position: School Bus Driver
Building: Transportation
Type: Resignation
Effective: January 6, 2017

Name: Frank Riggitano
Position: H.S. Principal
Building: High School
Type: Retirement
Effective: December 31, 2017

B. To rescind the resignation of Frank Riggitano as Football Coach dated May 17, 2016.

C. The following leave(s) of absence:

Jessica Altiery – Amended – 11/29/16 through 1/2/17; RTW 1/3/17

Shawn Sypherd – On FMLA paid using sick days from 11/9/16 through 11/23/16

Barbara Arenberg – On FMLA paid using days through 1/13/17; remainder unpaid; RTW 3/23/17

D. Employment of the following Certified Employees:

Name: Susan McCarthy-Miller
Position: L.T. Substitute
Building: High School
Effective: November 15, 2016 to TBD
Salary: \$125 per day
Account: 11-140-100-101-00-08
Replacing: Colleen Dillon

E. Employment of the following Non-Certified Employees:

Name: Milagros Kelly
 Position: T.A. – 29.5 hours
 Building: Elementary #1
 Effective: TBD
 Salary: \$13,708.00
 Account: 11-000-217-106-00-01
 Replacing: N/A

Name: Julie Shelton
 Position: P.T. Custodial Worker – 29.5 hours
 Building: District
 Effective: TBD
 Salary: \$20,863.73 (Pro-rated – 74.5%)
 Account: 11-000-262-110-00-05
 Replacing: Barbara Kardos

Name: Alfred Galletta
 Position: School Bus Driver
 Building: Transportation
 Effective: TBD
 Salary: \$23.31 per hour
 Account: 11-000-270-160-00-12
 Replacing: April Oxley

Name: Robert Nagel
 Position: P.T. Security Guard - 29.5 hours
 Building: District
 Effective: TBD
 Salary: \$12.20 per hour
 Account: 11-000-266-110-01-08
 Replacing: Paul Burnley

F. Steven Collings, Middle School Spanish Teacher, to interpret student IEP's that are in Spanish and to consult with parents on an as-needed basis (\$30 per hour).

G. The following substitute teachers:

<u>Name</u>	<u>Cert. Type</u>	<u>Pay</u>
Courtney Mulgrew	Sub Cert	\$85
Anthony Fittipaldi	Sub Cert	\$85
Robert Edwards	Sub Cert	\$85

H. The following Schedule B position:

Name: John Richardson
 Position: Assistant Football Coach
 Building: High School
 Stipend: \$6,118

I. The following custodial salary adjustments effective December 13, 2016:

Harry Smith – Custodial Worker L.P. (Day), Step 7/\$35,698.00

Christine Whitaker – Custodial Worker L.P. (Day), Step 7/\$35,698.00

Fern Mozzelle – Custodial Worker L.P. (Night), Step 7/\$35,698.00

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

- Y Dennis Roberts
- Y George DeLollis
- Y Calvin Back
- A Robert Bakley II
- Y Edward Dagney
- Y Burgess Hamer
- Y Gloria Hodges
- Y Patricia Taylor
- Y Stephanie Thomas
- A Jeffrey Trout

Dr. Salvo thanked Mr. Riggitano for his 30 plus years of service to the Middle Township School District. We wish him well in his retirement.

XVI. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

None

XVII. BOARD COMMENT

None

XVIII. ADJOURNMENT

Motion to adjourn the regular meeting of the Board of Education meeting at 7:32 p.m.

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

Respectfully Submitted,

Diane S. Fox
School Business Administrator/Board Secretary