

**MIDDLE TOWNSHIP PUBLIC SCHOOLS
REGULAR BOARD MEETING**

**THURSDAY, JULY 18, 2013
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 Calvin Back
 P Dennis Roberts
 P Robert Bakley II
 P George DeLollis
 A Burgess Hamer
 P Linda Koch (arrived at 7:45 p.m.)
 A Andrew Melchiorre
 P Patricia Taylor
 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
- A Douglas Penkethman, Principal, Elementary #2
- P Toni Johnson, Principal, Middle School
- P Richard Falletta, Principal, High School
- A William Donio, Board Solicitor
- P 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

The following reports were given by Mr. Kopakowski and Dr. Salvo:

1. 2012-2013 Report Period 2 – Report of Violence, Vandalism, Substance and Weapons Offenses and Harassment, Intimidation or Bullying (HIB) and HIB Training and Program – David Salvo
Exhibit P 14:01:7/18/13
2. Anti – Bullying Bill of Rights School Assessment Report for January 5, 2011 – June 30, 2013 – David Salvo
Exhibit P 14:02:7/18/13
3. Consolidated Monitoring Report – June 2013 – Michael Kopakowski
Exhibit P 14:03:7/18/13

V. INFORMATIONAL

- A. Sunshine Moments
Exhibit I 14:01:7/18/13

VI. PUBLIC COMMENT ON AGENDA ITEMS

Charlotte Sadler, President MTEA, question on page 14 item M, if we are in a RIF situation you cannot give promotions. This needs to be determined through civil service.

VII. APPROVAL OF MINUTES

Approval of minutes of previous meeting(s):

- A. Regular Meeting Minutes – June 20, 2013
Exhibit M 14:01:7/18/13
- B. Closed Meeting Minutes – June 20, 2013
Exhibit M 14:02:7/18/13
- C. Special Meeting Minutes – July 1, 2013
Exhibit M 14:03:7/18/13
- D. Special Closed Minutes – July 1, 2013
Exhibit M 14:04:7/18/13

MOTION TO ACCEPT THE PREVIOUS MINUTES

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

VIII. CORRESPONDENCE

None

IX. REPORT OF THE SUPERINTENDENT

- A. Use of Facilities Report
Exhibit S 14:01:7/18/13
- B. Trip List
Exhibit S 14:02:7/18/13
- C. Attendance Report
Exhibit S 14:03:7/18/13
- D. Discipline Report
Exhibit S 14:04:7/18/13

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
- G. Performing Arts Committee
- H. Policy Committee
- I. Staff Relations/Negotiations Committee – July 16, 2013

Y Stephanie Thomas
Y Patricia Ziolkowski

XII. FINANCIAL

Be it resolved that the Board of Education approves:

- A. Transfer of Funds
Exhibit F 14:01:7/18/13

- B. Bill List - Additional Bill List
Exhibit F 14:02:7/18/13

- C. Approval for Elementary #1 teacher, Anne Colin, to attend EiE Training in Boston, Massachusetts from August 8 to August 9, 2013.
 Cost of the 2-day workshop \$200.00
 Account #20-231-200-500-02-05 NCLB Title I Grant funding
 (Ms. Colin will be funding her own transportation, lodging, and other needs.)

- D. Resolution for approval of the Middle Township School District Technology Plan 2013-2016 with a current budget for 2013-2014 as follows:

Salaries	\$ 137,875
Purchased Services	\$ 99,008
Supplies	\$ 23,590
Misc	\$ 1,200
Other	<u>\$ 5,500</u>
Total	\$ 267,173

Exhibit F 14:03:7/18/13

- E. The resolution authorizing the Middle Township Board of Education to enter into a cooperative pricing agreement with Middlesex Regional Educational Services Commission.
Exhibit F 14:04:7/18/13

- F. The following salary advancements:

Last	First	Advancement	Step	Effective	Board Approval
Chabok	Connie	MA+15/\$78,840	18	9/1/2012	6/21/12, 7/18/13
Chew	Rachel	MA+30/\$54,513	5	2/1/2013	2/21/13, 7/18/13
Dykhouse	Cynthia	BA+30/65,354 *	14	9/1/2013	7/18/2013
Farreny	Gina	MA/53,197 *	4	9/1/2013	5/16/13, 7/18/13
Ford	Robert	BA+30/\$53,039	6	2/1/2013	9/20/12, 7/18/13
Gannon	Monica	BA+15/\$73,866	17	9/1/2012	6/21/12, 7/18/13
Heck	Robert	BA+30/\$56,354	11	9/1/2012	8/16/12, 7/18/13
King	John	MA/\$62,912	13	9/1/2012	6/21/12, 7/18/13
Muller	Ellen	MA/78,282	18	9/1/2013	7/18/2013
Rementer	Sharon	MA/\$53,197	4	9/1/2012	6/21/12, 7/18/13

Shaw	Donna	MA/\$59,912	12	9/1/2012	7/19/12, 7/18/13
Shestack	Melissa	MA/\$53,197	4	2/1/2013	12/13/12, 7/18/13
		*Pending receipt of transcripts			

G. The proposal between the Middle Township School District and Dr. Buzz Mingin to provide consulting services for the 2013-14 school year for a sum (not to exceed) \$15,000.00 (to be paid out of IDEA grant).

Exhibit F 14:05:7/18/13

H. The withdrawal from Maintenance Reserve for the following:

- \$1,752,294 for the HVAC project at the High School and Middle School.
- \$35,500 for the security upgrades at Elementary #1.

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

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

XIII. ADMINISTRATION

Be it resolved that the Board of Education approves:

A. The second reading of the following bylaws, policies and regulations:

- 0132 Executive Authority
- 2415 No Child Left Behind Programs
- 2431 Athletic Competition
- 2468 Independent Educational Evaluations
- 3230 Outside Activities – Teaching Staff
- 3281 Inappropriate Staff Conduct – Teaching Staff
- 4230 Outside Activities – Support Staff
- 4281 Inappropriate Staff Conduct – Support Staff
- 6113 E-Rate
- 6163 Advertising on School Property
- 6480 Purchase of Food Supplies
- 8505 School Nutrition
- R 2431.1 Emergency Procedures for Athletic Practices and Competitions
- R 2431.2 Medical Examination to Determine Fitness for Participation in Athletics

R 3230 Outside Activities – Teaching Staff
R 3281 Inappropriate Staff Conduct
R 4230 Outside Activities – Support Staff
R 4281 – Inappropriate Staff Conduct – Support Staff
Exhibit A 14:01:7/18/13

- B. Placement of the following Introductory Fieldwork (80 hours) applicant:
School: The Richard Stockton College of NJ
Dates: Fall 2013
Student: Stephanie Dugan
Cooperating
Teacher: Lori Fox/ Elementary #2
- C. Student C.H. to attend Middle Township Public Schools in accordance with Policy 5111 Eligibility of Resident/Nonresident Pupils allowing students of employees permission to attend.
- D. The Design Collaborative to submit State Plan Number 3130-080-13-1000: Middle Township Elementary School #1 Security Vestibule to NJDOE seeking no state funding.
- E. BE IT RESOLVED that the Board of Education adopts a resolution to enroll Middle Township High School as a member of the New Jersey State Interscholastic Athletic Association (NJSIAA) and participate in the approved interschool athletic programs sponsored by the Association for the 2013/2014 fiscal year.
- F. A motion to approve the waiver of a discipline hearing for student, D.H.2013-6, in accordance with the recommendation of the Superintendent and as consented to by the parents. **Exhibit A 14:02:7/18/13**
- G. A motion to accept the 6/20/13 Harassment, Intimidation and Bullying Report. **Exhibit A 14:03:7/18/2013**
- H. Approval of the following teacher(s) as mentor(s) to novice teacher(s) for the 2013/2014 school year:
Diane Mills, Novice Teacher Karen Ortman/Elementary #1, Mentor Teacher
- I. Elimination of the Assistant Coordinator of School Transportation position.

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

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

Y Stephanie Thomas
Y Patricia Ziolkowski

XIV. PERSONNEL

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

A. Public Hearing on the following:

2013-2014 Employment Contract for Dr. David Salvo, Assistant Superintendent for Support Services

2013-2014 Employment Contract for Ms. Diane Fox, School Business Administrator/Board Secretary

Mr. Kopakowski, Superintendent of Schools, opened the Public Hearing on the employment contracts for Dr. David Salvo, Assistant Superintendent for Support Services and Diane Fox, School Business Administrator/Board Secretary, and read the following statement:

The State of New Jersey enacted P.L. 2007, c.53 which is commonly referred to as A-5. This law relating to the dissemination and availability of certain information regarding public school finances has a specific provision which provides the following:

A board of education shall not renegotiate, extend, amend, or otherwise alter the terms of a contract with a superintendent of schools, assistant superintendent of schools, or school business administrator, unless notice is provided to the public at least 30 days prior to the scheduled action by the board. The board shall also hold a public hearing and shall not take any action on the matter until the hearing has been held. The board shall provide the public with at least 10 days' notice of the public hearing. This notice was provided in The Press of Atlantic City June 19, 2013.

However, before we open up to the public hearing, I think it is important to understand the background and responsibilities of the position involved. With regards to our Business Administrator, Diane Fox is our chief school financial officer and is responsible for the development, preparation and management of our District's budget. Ms. Fox oversees district-wide payroll and accounting operations and ensures that the District is compliant with all State and Federal reporting requirements. The Department of Transportation, Food Services and Facilities are also under Ms. Fox's direction. Ms. Fox is the custodian for all District records and is

principally responsible for preparing Board agendas and keeping accurate records of board actions. Ms. Fox manages the District's risk insurance program, including property, liability and auto insurance coverages. Ms. Fox is also the District's purchasing agent and is responsible for the procurement of all goods and services. Ms. Fox ensures that all purchasing is consistent with law, code and regulation.

With regards to our Assistant Superintendent of Schools, Dr. Salvo is our Assistant Superintendent for Support Services. Dr. Salvo assists the Superintendent in the administration and coordination of the District's educational programs and assist in interpreting the programs, philosophy and policies of the District to staff, students and the community. Dr. Salvo insures a continuous professional development program for our faculty, staff and administration in order to meet State and Federal mandates, the New Jersey Core Curriculum Standards, and the high-quality professional standard expected by the Middle Township Board of Education and the community. Dr. Salvo assumes a major role in the recruitment and selection of competent professional staff. Dr. Salvo serves the Board of Education as the administrative consultant and confers with administrators, teachers, students and parents on school matters at all grade levels. Dr. Salvo performs any other tasks and responsibilities as assigned by the Superintendent.

This is a public hearing and the Board will open up the meeting to accept comments specifically regarding these positions and the contracts. The persons whose contracts are up for extensions do retain certain rights related to the fact that this is a personnel matter. As such, the Board will not comment on their job performance or evaluation or other areas of their employment. Rather, the Board may be able to answer only those questions which specifically relate to information which is otherwise public record. However, that information which is not public record under the Open Public Records Act will not be discussed.

Please be aware that the subjects of this hearing retain the right of privacy and shall retain all rights regarding defamation and slander according to the laws of New Jersey. The Board shall not be held liable for comments made by members of the public.

With this introduction, I now open up this meeting, this public hearing and request the record to reflect and the minutes of the meeting reflect that the meeting has been so opened and it has been duly noticed as required under the law.

*Charlotte Sadler, President MTEA, we appreciate everything that Dr. Salvo does for the district and Diane Fox has not been here long enough to annoy the union.
Closed to public comment at 8 pm*

B. The following leave(s) of absence(s):

Shannon Hunsicker – From 9/30/13 through 2/21/14; using FMLA from 9/30/13 – 1/10/14, then FLA from 1/13 – 2/21/14. With pay from 9/30/13 – 10/29/13.
(Subject to change.)

C. The following resignations/retirements:

Name: Anna Thompson
Position: Teacher's Aide
Building: Elementary #2
Type: Resignation
Effective: June 20, 2013

Name: Crystal Bartleson
Position: Teacher's Aide
Building: Elementary #1
Type: Resignation
Effective: July 3, 2013

Name: Diane Mills
Position: Teacher's Aide
Building: Elementary #1
Type: Resignation
Effective: July 19, 2013

Name: Camala Walter
Position: English Teacher
Building: High School
Type: Resignation
Effective: June 30, 2013

Name: Mary Kate Matthews-Garry
Position: Payroll Supervisor
Building: Administration
Type: Resignation
Effective: July 31, 2013

Name: LaTasha Hall
Position: English Teacher
Building: Middle School
Type: Resignation
Effective: July 16, 2013

C. Training on Journey's reading program to be held on July 30, 2013, 5 hours each, \$30.00 per hour for teaching staff members:

Shantelle DelConte
Amber Russell
Debbie Thornton

Lynsey Venturini
 Kristen Frank
 Katharine Schoyer
 Gaby Gandolfo
 Susan Carlton
 TBD Grade 2 teacher
 Kathy Wynn
 Karen Ortman
 Account #11-000-223-102-00-05 \$1,650.00

D. The following substitute bus driver: Barbara Crosby

E. The following Schedule B Positions:

Name: Marni McCann (*Amended*)
 Position: Musical Choreography Director
 Building Assignment: High School
 Stipend: \$5,950.00

Name: Kelsey McKee (*Amended*)
 Position: Senior Class Advisor
 Building Assignment: High School
 Stipend: \$4,391.00

Name: Eileen McGarry
 Position: Musical Choreography Director
 Building Assignment: Middle School
 Stipend: \$5,215.00

Name: Richard Sterling
 Position: District Band Director
 Building Assignment: District
 Stipend: \$7,574.00

Name: Richard Sterling
 Position: Indoor Percussion Ensemble Instructor
 Building Assignment: High School
 Stipend: \$4,179.00

Name: Richard Sterling
 Position: Musical Production – Band Director
 Building Assignment: Middle School
 Stipend: \$3,183.00

F. Employment of the following Certified Staff:

Name: Keirsten Hamilton
 Position: Teacher of English
 Status: Permanent
 Building: High School

Effective: September 1, 2013
 Step/Salary: BA Step 3/\$51,303.00
 Account: 11-140-100-101-00-08
 Replacing: Camala Walter
 Job Code: 1401

Name: Regina Kaufmann
 Position: Teacher of Science
 Status: Long-term Substitute
 Building: Middle School
 Effective: September 27, 2013
 Step/Salary: \$125.00 per day
 Account: 11-130-100-101-00-04
 Replacing: Tracy Reynolds
 Job Code: N/A

Name: Steven Collings
 Position: Teacher of Spanish/Teacher of English as a Second Language
 Status: Permanent
 Building: Middle School/High School
 Effective: September 1, 2013
 Step/Salary: BA Step 4/\$51,503.00
 Account: 11-130-100-101-00-04 – 50%
 11-240-100-101-00-04 – 50%
 Replacing: New Position
 Job Code: 1150/1550/1485

Name: Maryanne Langley
 Position: Special Education Teacher
 Status: Long-term Substitute
 Building: Middle School
 Effective: September 3, 2013
 Step/Salary: \$125.00 per day
 Account: 11-130-100-101-00-04
 Replacing: Gina Farreny

Name: Katharine Schoyer
 Position: Elementary School Teacher
 Status: Permanent
 Building: Elementary #1
 Effective: September 1, 2013
 Step/Salary: BA Step 2/\$51,103.00
 Account: 11-120-100-101-00-01
 Replacing: Jamie Claus
 Job Code: 1004

Name: Diane Mills
 Position: Part-Time Elementary School Teacher
 Status: Part-Time
 Building: Elementary #1

Effective: September 1, 2013
Step/Salary: \$21,279.00
Account: 11-000-100-101-00-01
Replacing: New Position
Job Code: 1004

G. Approval of the 2013-2014 Salary Advancements for the following Certified Employees:

Name: David Salvo
Position: Assistant Superintendent
Status: Permanent
Building: District
Effective: July 1, 2013
Step/Salary: \$149,008.00
Account:
Replacing: N/A
Job Code: 0120

Name: Diane Fox
Position: School Business Administrator/Board Secretary
Status: Permanent
Building: District
Effective: July 1, 2013
Step/Salary: \$116,280.00
Account:
Replacing: N/A
Job Code: 0112

Name: Lyn Langford
Position: Director of Curriculum & Instruction
Status: Permanent
Building: District
Effective: July 1, 2013
Step/Salary: \$110,266.00
Account:
Replacing: N/A
Job Code: 0500

H. Employment of the following Non-Certified Staff:

Name: Robert Willins
Position: Coordinator of School Transportation Services
Building: District
Status: Permanent
Effective: Upon completion of criminal history background check
Salary: \$60,000.00
Replacing: Francis Fiore
Job Code: N/A
Account: 11-000-270-160-00-12

Name: David Carmen
 Position: Part-time Maintenance Worker (29.5 hours per week)
 Building: District
 Status: Temporary
 Effective: July 9, 2013
 Salary: \$14.37 per hour
 Replacing: Charles Berrian

I. Approval of the 2013-2014 Salary Advancements for the following Non - Certified Employees:

Name: Vicki Walton
 Position: Supervisor of Accounts
 Building: Administration Building
 Status: Permanent
 Effective: July 1, 2013
 Salary: \$46,220.00
 Replacing: N/A
 Job Code: N/A

Name: Christine Ritchie
 Position: Secretary to the Superintendent of Schools/Business Administrator
 Building: Administration Building
 Status: Permanent
 Effective: July 1, 2013
 Salary: \$43,397.00
 Replacing: N/A
 Job Code: N/A

Name: Kay Aspell
 Position: Manager
 Building: Performing Arts Center
 Status: Permanent
 Effective: July 1, 2013
 Salary: \$51,910.00
 Replacing: N/A
 Job Code: N/A

Name: Dawn Aftanis
 Position: Secretary to the Superintendent
 Building: Administration Building
 Status: Permanent
 Effective: July 1, 2013
 Salary: \$24,412.00
 Replacing: N/A
 Job Code: N/A

Name: Scott Webster
 Position: Director of Security
 Building: District

Status: Permanent
Effective: July 1, 2013
Salary: \$37,426.00
Replacing: N/A
Job Code: N/A

Name: Gary Coram
Position: Supervisor of Building and Grounds
Building: Administration Building
Status: Permanent
Effective: July 1, 2013
Salary: \$53,448.00
Replacing: N/A
Job Code: N/A

- J. The following 2013-14 APA Coordinators at \$300 per binder:
 - a. Dawn Brewer (HS)
 - b. Jacqueline Scuderi and Jacqueline Mendel (MS)
 - c. Cynthia Dykhose (#2)

- K. Approval of an additional 5 hours each of summer curriculum work @\$30.00 per hour for the following Elementary #2 teachers:
Karen Langley
Julie Moore
Marge DeLollis
Kathy Watts
Susan Young
Cindy Arnold
Anne Naticchione
Kim Fiore
Susan Vallese
Account #20-231-100-101-40-01 Title I \$1350.00

- L. The following personnel transfer effective September 1, 2013:

Name: Denice Badders
New Position: Elementary School Teacher
Previous Position: Special Education Teacher
New Location: Elementary School #2
Previous Location: Elementary School #2
Account: 11-120-100-101-00-02
Salary: No Change

- M. The following personnel transfer effective July 22, 2013:

Name: Dawn Devico
New Position: Keyboarding Clerk 2
Previous Position: Keyboarding Clerk 1
New Building: Transportation
Previous Building: Administration Building

Salary: \$29,654.00
 Account #: 11-000-270-160-00-12

Name: Donna Farrington
 New Position: Keyboarding Clerk 1
 Previous Position: Assistant Coordinator of School Transportation Services
 New Building: Administrative Building
 Previous Building: Transportation
 Salary: \$25,982.00
 Account #: 11-000-262-105-00-15

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

- Y Calvin Back
- Y Dennis Roberts
- Y Robert Bakley II (Abstained from Letter G)
- Y George DeLollis (Abstained from Letter G and K)
- A Burgess Hamer
- Y Linda Koch
- A Andrew Melchiorre
- Y Patricia Taylor
- Y Stephanie Thomas
- Y 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 Cnt.	1 (MC)	\$44,164.80

2. Commission for the Blind and Visually Impaired Request to Provide Services Contract for the 2013- 2014 school year:

Level of Service	Students	Cost
1	3 (KC, VA, LN)	\$1750. Per student

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

- X Calvin Back
- Y Dennis Roberts
- Y Robert Bakley II
- Y George DeLollis
- A Burgess Hamer
- Y Linda Koch

A Andrew Melchiorre
 Y Patricia Taylor
 Y Stephanie Thomas
 Y Patricia Ziolkowski

XVI. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

Charlotte Sadler, President MTEA, all union members were held to a 2% increase and we believe that it is a slap in the face to the union members when some people in the unaffiliated unit were given upwards of a 12% raise for the 12-13 year. We are always asked to more with less and we are very disappointed, but we will continue to work and uphold the contract.

XVII. BOARD COMMENT

Mr. Roberts welcomed the new hires to the district.

XVIII. ADJOURNMENT

Motion to adjourn the regular meeting of the Board of Education meeting at 8:06 p.m.

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

Respectfully Submitted,

Diane S. Fox
School Business Administrator/Board Secretary