

**MIDDLE TOWNSHIP PUBLIC SCHOOLS  
REGULAR BOARD MEETING**

**THURSDAY, JULY 19, 2012  
7:31 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 Cape May County Herald, 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  
  A   George DeLollis  
  P   Burgess Hamer  
  P   Linda Koch  
  P   Andrew Melchiorre  
  A   Daniel Money  
  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
- A Lyn Langford, Director of Curriculum and Instruction
- P Christian Paskalides, Principal, Elementary #1
- A Douglas Penkethman, Principal, Elementary #2
- P Toni Johnson, Assistant Principal, Middle School
- P Richard Falletta, Principal, High School
- P William Donio, 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. INFORMATIONAL**

- A. Sunshine Moments  
**Exhibit I 13:01:7/19/12**

**V. PUBLIC COMMENT ON AGENDA ITEMS**

Charlotte Sadler, MTEA President, requested the board to not approve the landscaping contract – Item I of Financial.

**VI. APPROVAL OF MINUTES**

Approval of minutes of previous meeting(s):

- A. Regular Meeting Minutes – June 21, 2012  
**Exhibit M 13:01:7/19/12**
- B. Closed Meeting Minutes –June 21, 2012  
**Exhibit M 13:02:7/19/12**

**MOTION TO ACCEPT THE PREVIOUS MINUTES**

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

**VII. CORRESPONDENCE**

**VIII. REPORT OF THE SUPERINTENDENT**

- A. Use of Facilities Report  
**Exhibit S 13:01:7/19/12**
- B. Attendance Report  
**Exhibit S 13:02:7/19/12**

**IX. COMMITTEE REPORTS**

- A. Curriculum Committee
- B. Discipline Committee
- C. Equity/Affirmative Action Committee
- D. Extra-Curricular Committee
- E. Facilities/Grounds/Real Estate Committee – July 5, 2012

*Mr. Roberts reported that the Facilities Committee met on July 5<sup>th</sup> and discussed the following items: solution pump and cooling tower, humidity report of Elem. #1, H.S. office assignment changes, refinishing of gym floors, bus garage remediation scope of work from Brinkerhoff, landscaping contract, tennis court inspection, tile work at Elem. #1 and quotes for sidewalk work, cameras and repair work to outside of Memorial Field bathrooms.*

<b>Motion:</b>	Mr. Melchiorre	<b>Second:</b>	Ms. Thomas
<b>Vote:</b>	Voice	<b>Carried:</b>	Yes

- F. Finance Committee
- G. Performing Arts Committee
- H. Policy Committee
- I. Staff Relations/Negotiations Committee – June 27, 2012

*Ms. Thomas reported that the Staff Relation Committee met on June 27<sup>th</sup> and discussed the following items: Tenure of 2010 Rif'd employees, seniority issue, and MTEA negotiations.*

<b>Motion:</b>	Mr. Roberts	<b>Second:</b>	Mr. Hamer
<b>Vote:</b>	Voice	<b>Carried:</b>	Yes

- J. Transportation Committee

**X. CERTIFICATION AND APPROVAL OF REPORTS**

Be it resolved that the Board of Education approves:

- A. The Monthly Budget Reports for the 2011-2012 school year through June 30, 2012, pending audit. Pursuant to N.J.A.C. 6A:23-2.12 (c) the Secretary certifies that as of June 30, 2012, 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 June 30, 2012, Report of the Secretary for the 2011-2012 school year, pending audit. Pursuant to N.J.A.C. 6A:23-2.12 (c), the Board certifies that as of June 30, 2012, 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 June 30, 2012, Report of the Treasurer of School Funds for the 2011-2012 school year. It is in agreement with the June 30, 2012, Report of the Secretary, pending audit.

Report of the Secretary – June 30, 2012  
**Exhibit B 13:01:7/19/12**  
 Report of the Treasurer – June 30, 2012  
**Exhibit B 13:02:7/19/12**

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

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

**XI. FINANCIAL**

Be it resolved that the Board of Education approves:

A. Transfer of Funds  
**Exhibit F 13:01:7/19/12**

B. Bill List - Additional Bill List  
**Exhibit F 13:02:7/19/12**

C. To declare the following items surplus with no fair market value:

Textbooks – Elementary #2

2004 Everyday Math Student Reference Books Gr. 3 (199 copies), Gr. 4 (178) copies; 2000 Harcourt Brace Social Studies (186 copies); 2006 Harcourt Horizons U.S. History (185 copies); 1999 You, New Jersey and the World (200 copies).

Elementary #1

Three (3) Large Television Carts

D. Resolution to approve the Food Service Addendum between Compass Group USA, Inc. by and through Chartwell’s Division and the Middle Township School District for SY 2012/2013 with a managerial fee of \$.0659 per meal, with a management fee of \$62,473 annually. (Chartwell’s guarantees that the bottom line of the operational financial report for the school year will be a profit of \$15,000 resulting in no subsidy to the bottom line by the LEA. In the event that the costs of operating the Food Service Program exceed total revenue (from all sources), Chartwell’s will be responsible for any losses (shortfalls) incurred, but in no event shall the reimbursement obligation exceed the amount of the Chartwell’s Management Fee.

**Exhibit F 13:03:7/1912**

E. The tuition contract agreement between Middle Township Board of Education (sending district) and Cape May County Technical School District (receiving district) for the 2012-2013 school year for the total amount of \$1,402,646.00. Breakdown as follows:

Full Time Regular	162 Students @ \$6,451.00 = \$1,045,062 .00
Full Time Special Ed.	4 Students @ \$13,142.00 = \$52,568.00
Shared Time Regular	9 Students @ \$3,226.00= \$29,034.00
Shared Time Special Ed.	42 Students @ \$6,571.00 = \$275,982.00

F. The American Heart Association to provide CPR Training to all bus drivers and bus aides at a cost of \$27.00 per person, total for 87 employees is \$2,349.00.

G. The tuition contract for the 2012-2013 SY between Middle Township Board of Education (sending district) and Gloucester County Special Services School

District (receiving district) for the Extended Year Program (July 9 – August 9, 2012) at an estimated cost of \$3,825.00 per pupil.

- H. Awarding of the following bid for services for 2012-2013 school year:  
Employee Assistance Services – Charles Nechtem Associates, Inc.;  
Transportation Drug & Alcohol Testing – Pogue, Inc.
- I. Awarding of the 2012-2013 Landscape Contract to Islander LawnCare to maintain the fronts of all buildings, not to exceed \$17,570.00.

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

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

**XII. ADMINISTRATION**

Be it resolved that the Board of Education approves:

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

**Policy Alert 195**

- Bylaws 0168 Recording Board Meetings
- Policy and Regulation 5519 Dating Violence at School
- Policy 6424 Emergency Contacts
- Policy 6472 Tuition Assistance
- Policy 8505 School Nutrition
- Policy 9180 School Volunteers
- Policy 9181 Volunteer Athletic Coaches and Co-Curricular Activity  
Advisors/Assistants

**Policy Alert 196**

- Policy 1631 Residency Requirement for Person Holding School District Office,  
Employment, or Position
- Policy 2431 Athletic Competition
- Policy 3324 Right of Privacy – Teaching Staff
- Policy 4324 Right of Privacy – Support Staff
- Policy 5117 Interdistrict Public School Choice
- Policy and Regulation 5600 Pupil Discipline/Code of Conduct

Policy and Regulation 7510 Use of School Facilities  
Policy and Regulation 9270 Home Schooling and Equivalent Education Outside of  
Schools

(Copy on Board Room Table)

- B. The following teacher(s) as mentor(s) to novice teacher(s) for the 2012/2013 school year.

<u>Novice teacher</u>	<u>Mentor teacher</u>
Nicole DelCorio	Susan Vallese/Elementary #2

- C. The New Jersey Department of Education and the Middle Township School District agree to provide a Media Specialist residency program required in N.J.A.C 9-13.14 or 13.15 for Megan Bramble. Ms. Bramble will work under the regular supervision of Mr. Douglas Penkethman, her assigned administrator.
- D. The Affiliation Agreement with East Carolina University for furnishing students in the Communication Sciences and Disorders program with experience at the district. **Exhibit A 13:01:7/19/12**
- E. Student I.R. to attend Middle Township Public Schools in accordance with Policy 5111 allowing students of employees permission to attend.

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

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

**XIII. PERSONNEL**

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

- A. The following resignations/retirements:

Name:	Donna Pelligrini
Position:	School Nurse
Building:	Cape Christian Academy
Type:	Retirement
Effective:	June 30, 2012

Name: Jeanne Mitchell  
 Position: Payroll Supervisor  
 Building: Administration  
 Type: Retirement  
 Effective: September 1, 2012

Name: Seamus Dooley  
 Position: Security Guard  
 Building: High School  
 Type: Resignation  
 Effective: July 10, 2012

Name: Susan Hinchey  
 Position: Teacher  
 Building: Elementary #1  
 Type: Retirement  
 Effective: April 1, 2012

B. The employment contract for the following staff at Cape Christian Academy:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Deborah Papperman	Nurse	TBD

C. The following teachers for Kindergarten Registration as needed:

Kathy Wynn - \$30 per hour  
 Kristen Frank - \$30 per hour  
 Nancy Polt – Per Diem  
 Mary Marotta - Per Diem

D. 15 hours of technology work for Nancy Simmerman @\$30.00 per hour.  
 Account #11-000-252-110-00-10 \$450.00

E. Recommendation for HIB Specialist stipends at school levels:

1. D. Joslin (HS) \$250.
2. M. McCormick (MS) \$500.
3. L. Pelouze (#2) \$500.
4. L. Novsak (#1) \$250.

F. The following as 2012-2013 APA Coordinators: Jacqueline Scuderi, Cynthia Dykhouse, Debbie Teise and Dawn Brewer (rate of \$300. per student binder).

G. The following employee to provide “Behind the Wheel” instruction at the contracted rate.

1. Matthew Wolf

H. The 10 hours of curriculum work on July 10 & 11, 2012, with School-Connect @ \$30.00 per hour, for each of the following high school staff members (Account #11-000-221-104-00-05 \$900.00):



1. Melanie Collins
  2. Eileen Duff
  3. Robert Heck
- Account #11-000-221-104-00-05 \$900.00

I. The following Summer School Aide:

Name: Juanita Jett  
Position: Teacher's Aide  
Status: Summer School  
Building Assignment: Middle School  
Effective Date: Summer 2012  
Step/Salary: \$10.00 per hour

J. Employment of the following Schedule B Positions:

Name: Richard Sterling  
Position: Summer Band Teacher  
Building: High School  
Stipend: \$900.00

Name: Richard Sterling  
Position: Summer Band Teacher  
Building: Middle School  
Stipend: \$900.00

Name: Cynthia Yenolevich  
Position: Summer Band Teacher  
Building: Elementary School #2  
Stipend: \$900.00

Name: Michael Campbell  
Position: Assistant Football Coach  
Building: High School  
Stipend: \$2,923.00 (Split)

Name: Brian Hindle  
Position: Assistant Football Coach  
Building: High School  
Stipend: \$2,923.00 (Split)

K. Employment of the following Certified Staff:

Name: Brian Hindle  
Position: Special Education Teacher Highly Qualified Mathematics  
Status: Permanent  
Building: High School  
Effective: September 1, 2012  
Step/Salary: BA Step 1/\$49,000.00  
Account: 11-209-100-101-00-08

Replacing: Susan Shepherd  
 Job Code: 1904

Name: Steven Collings  
 Position: Teacher of Spanish  
 Status: Permanent  
 Building: Middle School  
 Effective: September 1, 2012  
 Step/Salary: BA Step 4/\$49,600.00  
 Account: 11-130-100-101-00-04  
 Replacing: New Position  
 Job Code: 1150

Name: Pamela Shute  
 Position: Special Education Teacher  
 Status: Permanent  
 Building: Elementary #1  
 Effective: Upon completion of criminal history background check  
 Step/Salary: MA Step 1/\$50,694.00  
 Account: 11-213-100-101-00-01  
 Replacing: Kelsey Acker  
 Job Code: 1004

Name: Martina Boone  
 Position: Teacher of Mathematics  
 Status: Long-Term Substitute  
 Building: Middle School  
 Effective: Upon completion of criminal history background check  
 Step/Salary: \$75.00 per day for the first five consecutive days, then 1/200<sup>th</sup> of  
 BA Step 1 for each consecutive day  
 Account: 11-130-100-101-00-04  
 Replacing: Siobhan Bernhardt  
 Job Code: N/A

- L. Ten (10) hours each @\$30.00 per hour for Social Studies curriculum writing for the following Elementary #2 staff members:

Grade 3

1. Claire O'Dea
2. Margie DeLollis

Grade 4

3. Sue Young
4. Anne Naticchione

Grade 5

5. Sue Vallese
  6. Scott Salinsky
- Account #11-000-221-104-00-05 \$1800.00

- M. The following salary advancements effective September 1, 2012: Donna Campoli Shaw to MA.

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

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

**XIV. STUDENT PLACEMENT**

1. The placement of student listed below as tuition student at Out of District location for the 2012-2013 school year. Name is on file in the Office of the Superintendent.

<u>School Name</u>	<u>Number of Students</u>	<u>Tuition</u>
Pinelands Learning	1 (MC)	\$50,838.00

2. Commission for the Blind and Visually Impaired Request to Provide Services Contract for the 2012-13 school year:

<u>Level of Service</u>	<u>Students</u>	<u>Cost</u>
1 (Reimbursement Fees: Level 1 - \$1,700.)	4 (VA, KC, KC,NL)	\$1700. each

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

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

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

Ms. Madelyn McCarroll questioned the board on the tuition item concerning the C.M.C. Technical School, is this a quarterly or annual cost? She then asked the board to comment on the impact the affordable housing project would have on the school. By the projections of the township it would be approximately two students per apartment, while you do spend the least amount per student how will this impact the school. According to published figures how did the amount per student go down? She asked for a comment on the fact that our funding will be based on attendance. What is our rate now? She then thanked the person who counted the books for the summer reading and felt that it was an adequate number.

**XVI. BOARD COMMENT**

Mr. Back responded to Ms. McCarroll that the project will have a big impact on the school and the board would be discussing that later in the meeting.

Ms. Fox responded that the tuition amount was an annual rate. As for attendance according to the School Register Summary, the average attendance rate was 92%.

Mr. Roberts responded to Ms. McCarroll regarding the tuition that it is an estimated rate and the board may have to pay more after the final audits were complete. With regards to the affordable housing project, the board is deeply concerned about the impact on the schools. It can be likened to an unfunded mandate, taking the extra students without any payment will put a burden on the schools as we already spend the least amount per student.

Mr. Melchiorre responded concerning the published figures in that it is very confusing as the state changes the formulas so you are not always aware how the calculations will be made.

Mr. Kopakowski told Ms. McCarroll that the Taxpayers' Guide to Education Spending was just released and the board has not had a chance to review the document. What the State is reporting are significantly higher numbers because they changed the formula, so that makes it confusing. You can see by the guide that per pupil costs were \$16,188 in 2009-10 and were \$15,819 in 2010-11. The costs have gone down, we are twenty-third from the bottom of approximately 75 schools.

**XVII. RECESS INTO EXECUTIVE SESSION**

Motion to move to closed session at 7:59 p.m. for approximately 30 minutes for

1. Personnel
2. Attorney Client Communications
3. Harassment, Intimidation and Bullying

Action will be taken following closed session.

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

**XVIII. RECONVENE TO REGULAR SESSION**

Motion to reconvene to regular session at 8:45 p.m.

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

**XIX. ACTION ON EXECUTIVE SESSION ITEMS AS APPROPRIATE:**

**THE FOLLOWING MOTIONS WERE APPROVED:**

1. Motion was made to accept the 6/21/12 Harassment, Intimidation and Bullying Report.

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

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

2. Motion was made to accept the Memorandum of Agreement between Middle Township Board of Education and the Middle Township Education Association.

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

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

**XX. ADJOURNMENT**

Motion to adjourn the regular meeting of the Board of Education meeting at 8:47 p.m.

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

Respectfully Submitted,

Diane S. Fox  
School Business Administrator/Board Secretary