

**MIDDLE TOWNSHIP PUBLIC SCHOOLS
REGULAR BOARD MEETING**

**THURSDAY, AUGUST 16, 2012
7:32 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
 P George DeLollis
 P Burgess Hamer
 P Linda Koch
 P Andrew Melchiorre
 P 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
- P Lyn Langford, Director of Curriculum and Instruction
- P Christian Paskalides, Principal, Elementary #1
- A Douglas Penkethman, Principal, Elementary #2
- A Amos Kraybill, Principal, Middle School
- A Richard Falletta, Principal, High School
- P William Donio, Board Solicitor
- A Amy Houck, Board Solicitor

*Ms. Johnson, Assistant Principal, was in attendance in Mr. Kraybill's absence.
Mr. Lodgek, Athletic Director, was in attendance in Mr. Falletta's absence.*

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

1. 2011-2012 Report on the Quality Single Accountability Continuum (QSAC) district performance review (DPR)
Exhibit P 13:01:8/16/12

Mr. Kopakowski discussed the outcome of the 2011-2012 QSAC performance review. The district satisfied 80% of each area and was rated as a high performing school district. Mr. Melchiorre stated that the last three indicators in the report are a concern of school districts across the board.

2. David DelConte – Martin Luther King Center

Mr. DelConte gave a report on the Martin Luther King Center Program and its successes and achievements.

V. INFORMATIONAL

- A. Sunshine Moments
Exhibit I 13:02:8/16/12

VI. PUBLIC COMMENT ON AGENDA ITEMS

No Comments were made.

VII. APPROVAL OF MINUTES

Approval of minutes of previous meeting(s):

A. Regular Meeting Minutes – July 19, 2012
Exhibit M 13:03:8/16/12

B. Closed Meeting Minutes –July 19, 2012
Exhibit M 13:04:8/16/12

MOTION TO ACCEPT THE PREVIOUS MINUTES

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

VII. CORRESPONDENCE

VIII. REPORT OF THE SUPERINTENDENT

A. Use of Facilities Report
Exhibit S 13:03:8/16/12

B. Trip List
Exhibit S 13:04:8/16/12

IX. COMMITTEE REPORTS

A. Curriculum Committee – August 8, 2012

Mr. Melchiorre reported that the Curriculum Committee met on August 8th and discussed the following items: Adoption and recommendation of new textbooks, adoption of new curriculum and pacing guides, updates from school principals, publication of a newsletter, student request of credit for Concordia course, 5 year trend chart for HSPA testing, the new educator evaluation system implementation and the need of Assistant Principals and Instructional Supervisors at Elementary #1 and Elementary #2.

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| Motion: | Mr. Money | Second: | Ms. Koch |
| Vote: | Voice | Carried: | Yes |

- B. Discipline Committee
- C. Equity/Affirmative Action Committee
- D. Extra-Curricular Committee
- E. Facilities/Grounds/Real Estate Committee – July 25, 2012

Mr. Roberts reported that the Facilities committee met on July 25th and discussed the following items: Infrared Study at Elementary #2; Elementary #1 follow-up; Security cameras for Elementary Schools, PAC and bus garage; Concord

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

- X Calvin Back
- Y Dennis Roberts
- Y Robert Bakley II
- Y George DeLollis
- Y Burgess Hamer
- Y Linda Koch
- Y Andrew Melchiorre
- Y 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 13:04:8/16/12

- B. Bill List - Additional Bill List
Exhibit F 13:05:8/16/12

- C. To declare the following item surplus with no fair market value:
 - 1 Fine Art Electric Kiln, Model FA88SF, Serial # 8B0003
 - 70 Old Metal Crank Style Paper Towel Dispensers (Mosinee)
 - 55 Old Plastic Paper Towel Dispensers (Georgia Pacific)

- D. Resolution to approve the following services provided by Brinkerhoff Environmental to remediate issues at the Transportation Garage:

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| TASK #4 SOIL INVESTIGATION | \$8,890.00 |
| TASK #5 GROUNDWATER INVESTIGATION | \$17,325.00 |
| TASK #6 NJDEP REPORTING AND PROJECT MANAGEMENT | <u>\$9,500.00</u> |
| TOTAL | <u>\$35,715.00</u> |

- E. An agreement between the Middle Township Board of Education and Cape Christian Academy for the School Year 2012-2013 Non-Public Entitlement.

| | | |
|----------------|----------------------|-----------|
| Nursing Aid | 20-509-213-100-77-99 | \$6381.00 |
| Textbook Aid | 20-501-100-640-77-99 | \$4597.00 |
| Technology Aid | 20-510-100-610-77-99 | \$1697.00 |

- F. The amended 2011-2012 IDEA Grant as follows:

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|--------------------|-----------|
| Basic Amended | \$609,501 |
| Pre-School Amended | \$ 28,323 |

G. The 2012-2013 IDEA Grant:

Basic \$574,025
 Pre-School \$ 26,986

H. Adoption & approval to purchase new textbooks as follows:

- * CP Environmental Science - Holt 2008 Environmental Science \$9,371.70 (130 copies)
- * AP Environmental Science - Wiley & Sons Environmental Science "Earth as a Living Planet" \$2,324.84 (18 copies)
 Account #11-190-100-640-00-05
 (Samples on display)

I. Resolution to approve one year service contracts with BROAD, USA for (2) DFAC units at the High School \$18,895 and (1) DFAC unit at the Middle School \$8,057 from July 1, 2012 through June 30, 2013.

J. Resolution to award bid for lease purchase of one (1) school bus to Wolfington Body Company, Inc. (5-year lease purchase financing at \$20,113 annually for 54-passenger 2013 integrated IC/CE school bus).

K. Purchase of the Transfinder Routefinder Pro, DRTRS, Satellite Imagery Service and Infofinder le software for Transportation department for a fee of \$11,245.

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| Motion: | Mr. Money | Second: | Mr. Hamer |
| Vote: | Roll Call | Carried: | Yes |

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

II. ADMINISTRATION

Be it resolved that the Board of Education approves:

A. Placement of the following Educational Psychology (40 hours) Fieldwork applicant:

School: The Richard Stockton College of New Jersey
 Dates: Fall 2012 -September 17 to December 11, 2012

Student: Michael Fala
Cooperating
Teacher: Gary Rhile/Science Grade level 7

Placement of the following 25-hour fieldwork applicant:
School: Inter American University of Puerto RicoArecibo Campus
Dates: Fall 2012
Student: Yenitza Nieves
Cooperating
Teacher: Elementary #2/Clare O'Dea

- B. The job descriptions for School Anti-Bullying Coordinator and School Anti-Bullying Specialist. **Exhibit A 13:02:8/16/12**
- C. Adoption of the following curriculum and pacing guides:
 - * Educational Technology - Grades 6-8
 - * Technology Enrichment - Grades 7 & 8
 - * French 1- Middle School - Grades 7 & 8, High School Grades 9 to 12
 - * Pacing Guide for French 1, Middle School and High School
 - * English Language Arts - Grades Kindergarten to Grade 5
(Samples on display)
- D. Student RH to receive 1 high school credit for his attendance at the Concordia Language Village.
- E. Students Z.H. and X.H. to attend Middle Township Public Schools in accordance with Policy 5111 Eligibility of Resident/Nonresident Pupils allowing students of employees permission to attend.

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| Motion: | Mr. Money | Second: | Mr. Roberts |
| Vote: | Roll Call | Carried: | Yes |

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

XIII. PERSONNEL

William Donio, Board Solicitor, 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, at 8:15 p.m., 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 referring 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 following newspapers: The Press of Atlantic City on June 29th and July 1st, 2012.

However, before we open to the public hearing, I think it is important to understand the background and responsibilities of the positions 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 coverage. 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 assists 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 related 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 by law.”

There were no comments or questions from the public. Mr. Donio closed the public hearing at 8:28 p.m.

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

A. Public Hearing on the following:

2012-2013 Employment Contract for Dr. David Salvo, Assistant Superintendent for Support Services

2012-2013 Employment Contract for Ms. Diane Fox, School Business Administrator/Board Secretary

B. The following resignations/retirements:

Name: Margaret Cullen
Position: Teacher’s Aide
Building: Elementary #1
Type: Resignation
Effective: July 18, 2012

Name: Paula Aita
Position: Teacher’s Aide
Building: Elementary #2
Type: Resignation
Effective: July 31, 2012

Name: Lisa Taylor
Position: Teacher
Building: High School
Type: Resignation
Effective: August 1, 2012

Name: Brie Accardi
Position: Teacher's Aide
Building: Elementary #1
Type: Resignation
Effective: August 3, 2012

Name: Alyssa Bukowski
Position: Teacher's Aide
Building: Elementary #1
Type: Resignation
Effective: July 31, 2012

C. The following leave(s) of absence:

Amber Russell – From 9/4/12 through 9/30/12 without pay and with FLA benefits.
Return to work on 10/1/12

Nanci Chesler – Extension from 9/4/12 through 11/4/12 without pay and with FLA benefits. Return to work on 11/5/12

Necheala Pierce – 9/13/12 through 10/12/12 with pay and FMLA benefits.
10/15/12 through 1/13/13 without pay and with FMLA and FLA benefits. Return to work on 1/14/13 (Note: Does not have health benefits through MTBOE)

D. Employment of the following Certified Staff:

Name: Robert Griffith
Position: Special Education Teacher
Status: Long-Term Substitute
Building: High School
Effective: September 4, 2012
Step/Salary: \$75.00 per day for the first five consecutive days, then 1/200th of BA Step 1 for each consecutive day
Account: 11-213-100-101-00-08
Replacing: Nanci Chesler

Name: Jennifer Kane
Position: Teacher of Music
Status: Part-time
Building: Elementary School #1
Effective: Upon completion of criminal history background check
Step/Salary: \$27,033.00
Account: 11-120-100-101-00-01
Replacing: Kevin Hrubos
Job Code: 2100

E. Employment of the following Non-Certified Staff:

Name: Scott Webster

Position: Energy Education Specialist
 Status: Part-Time
 Building: District
 Effective: July 1, 2012
 Pay Rate: \$20,000
 Account: 11-000-262-110-99-10

Name: Mary Katherine Garry
 Position: Payroll Supervisor
 Status: Permanent
 Building: Administration Building
 Effective: Upon completion of criminal history background check
 Pay Rate: \$37,500.00
 Account: 11-000-251-105-00-05
 Replacing: Jeanne Mitchell

Name: Roxanne Anagnou
 Position: Teacher's Aide
 Status: Part-Time – 29.5 hours per week
 Building: Elementary #1
 Effective: September 4, 2012
 Step/Salary: \$13,180.00
 Account: 11-000-217-106-00-01
 Replacing: Jamie Claus

F. The following employees for summer work at \$30 per hour for Speech Language Specialists – Kaitlyn Hiltner and Joann Van Horn.
 Acct. # 11-000-219-104-64-06

G. The following employee for summer school as follows:

Name: Susan Pohle
 Position: Teacher
 Status: Summer School
 Building Assignment: Middle School
 Effective Date: Summer 2012
 Step/Salary: 20 days; 3.5 hours per day; \$30.00 per hour
 Account Number: 20-233-100-101-03-05

H. The following substitute bus drivers: Bill Meyers and Lawrence Anderson.

I. The following substitute bus aide: Tony Stelacio.

J. The following stipend position for 2012-2013:

Name: Karen Ortman
 Position: Instructional Coach
 Building: Elementary #1
 Stipend: \$1,500.00
 Account: 20-231-100-101-00-01 (Title I)

Name: Julie Moore
 Position: Instructional Coach
 Building: Elementary #2
 Stipend: \$1,500.00
 Account: 20-231-100-101-00-01 (Title I)

- K. Approval of technology curriculum writing 15 hours @ \$30 per hour for Melanie Lisitski and Tracey Reynolds - Account # Title 1- 20-231-200-101-00-05
- L. Approval for 2 hours of curriculum writing for Melanie Collins, Eileen Duff and Robert Heck @ \$30 per hour.
- M The following salary scale advancements due to the completion of additional credits effective September 1, 2012: Robert Heck to BA+30
- N. The salary rate for Deborah Papperman (previously approved), Cape Christian Nurse at \$6,381.00
- O. Additional summer hours for the following High School staff @ \$25.00 per hour: Tracey Nagle (School Nurse) – 10 hours
- P. The following substitute teachers: Paul Yerk, Morgan Errickson, Alan Freedgood, Vicky Bureau, Maria Cannon and Leann Adams.
- Q. The following personnel transfer effective September 4, 2012:

Name: Maria Mallett
 New Position: Teacher's Aide
 Previous Position: Teacher's Aide
 New Location: Elementary #2
 Previous Location: Elementary #1
 Account: 11-000-217-106-00-02
 Salary: No Change

Name: Kevin Hrubos
 New Position: General Music Teacher
 Previous Position: Part-Time General Music Teacher
 New Location: Elementary #1 and Elementary #2 (50/50)
 Previous Location: Elementary School #1
 Account: 11-120-100-101-00-02/11-120-100-101-00-01
 Salary: BA Step 2/\$49,200.00

Name: Cynthia Yenolevich
 New Position: General Music Teacher (Full-time)
 Previous Position: General Music Teacher (Full-time – split between schools)
 New Location: Elementary #2
 Previous Location: Elementary School #2
 Account: 11-120-100-101-00-02
 Salary: No Change

- Y George DeLollis
- Y Burgess Hamer
- Y Linda Koch
- Y Andrew Melchiorre
- Y Daniel Money
- Y Stephanie Thomas
- Y Patricia Ziolkowski

XV. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

Carl P. Carmelloski, Avalon Manor Middle Township, asked a question concerning the student placement at YALE – Is that Yale University?

XVI. BOARD COMMENT

Mr. Kopakowski replied that it is not the university but a private school for the disabled.

XVII. RECESS INTO EXECUTIVE SESSION

Motion to move to closed session at 8:29 p.m. for approximately 15 minutes for

- 1. Personnel
- 2. Litigation

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

XVIII. RECONVENE TO REGULAR SESSION

Motion to reconvene to regular session at 9:05 p.m.

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| Motion: | Mr. Money | Second: | Mr. Hamer |
| Vote: | Voice | Carried: | Yes |

XIX. ACTION ON EXECUTIVE SESSION ITEMS AS APPROPRIATE

XX. ADJOURNMENT

Motion to adjourn the regular meeting of the Board of Education meeting at 9:10 p.m.

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

Respectfully Submitted,

Diane S. Fox
School Business Administrator/Board Secretary