

**MIDDLE TOWNSHIP PUBLIC SCHOOLS
REGULAR BOARD MEETING**

**THURSDAY, DECEMBER 13, 2012
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 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
 A Burgess Hamer
 P Linda Koch
 P Andrew Melchiorre
 P Daniel Money (arrived at 7:32 p.m.)
 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
A Christian Paskalides, Principal, Elementary #1
P 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

OTHERS

Frank Riggitano was present in Mr. Falletta's absence.
Donald Robertson was present in Mr. Paskalides' absence.

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 13:06:12/20/12

V. PUBLIC COMMENT ON AGENDA ITEMS

VI. APPROVAL OF MINUTES

Approval of minutes of previous meeting(s):

A. Regular Meeting Minutes – November 15, 2012
Exhibit M 13:11:12/20/12
B. Closed Meeting Minutes – November 15, 2012
Exhibit M 13:12:12/20/12

MOTION TO ACCEPT THE PREVIOUS MINUTES

Motion:	Mr. Money	Second:	Mr. Roberts
Vote:	Voice	Carried:	Yes (A.M. abstained)

VII. CORRESPONDENCE

VIII. REPORT OF THE SUPERINTENDENT

- A. Use of Facilities Report
Exhibit S 13:15:12/20/12
- B. Trip List
Exhibit S 13:16:12/20/12
- C. Attendance Report
Exhibit S 13:17:12/20/12
- D. Discipline Report
Exhibit S 13:18:12/20/12

IX. COMMITTEE REPORTS

- A. Curriculum Committee
- B. Discipline Committee
- C. Equity/Affirmative Action Committee
- D. Extra-Curricular Committee
- E. Facilities/Grounds/Real Estate Committee – November 26, 2012

Mr. Roberts reported that the Facilities Committee met on the 26th of November and discussed the following items: Preliminary Energy Audit, Wireless Internet and an update from Mr. Coram, Facilities Supervisor.

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

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

Mr. Money reported that the Staff Relations Committee met on November 27th and discussed Negotiations with MTEA, Grievances, Instructional Supervisors, Teacher Leaders and working during storms/snow days.

Motion:	Mr. Melchiorre	Second:	Ms. Thomas
Vote:	Voice	Carried:	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 2012-2013 school year through November 30, 2012, pending audit. Pursuant to N.J.A.C. 6A:23-2.12 (c) the Secretary certifies that as of November 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 November 30, 2012, Report of the Secretary for the 2012-2013 school year, pending audit. Pursuant to N.J.A.C. 6A:23-2.12 (c), the Board certifies that as of November 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 November 30, 2012, Report of the Treasurer of School Funds for the 2012-2013 school year. It is in agreement with the November 30, 2012, Report of the Secretary, pending audit.

Report of the Secretary – November 30, 2012

Exhibit B 13:11:12/20/12

Report of the Treasurer – November 30, 2012

Exhibit B 13:12:12/20/12

***Due to the change in meeting, these reports will be approved at the January 17th, 2013 Board of Education Meeting.**

XI. FINANCIAL

Be it resolved that the Board of Education approves:

- A. Transfer of Funds
Exhibit F 13:18:12/20/12
- B. Bill List - Additional Bill List
Exhibit F 13:19:12/20/12
- C. The following teaching staff members to be paid out of Title IIA funds:

Elementary #1
Lisa Ludman
David DelConte –until 12/01/2012
Lindsey Venturini from 12/1/2012 to 6/30/2013
Account # 20-274-100-101-00-01 \$91,500
- D. The withdrawal of \$85,200 from maintenance reserve for engineering design for replacement of High School and Middle School boilers.
- E. The Letter of Intent and Letter of Authorization for On-Tech Consulting, Inc. to complete the Universal Service Fund (E-Rate) Application process for the 2013-2014 SY for a fee equal to 20% of any funding received, either in the form of discounts from vendors or reimbursements from the USAC.
Exhibit F 13:20:12/20/12

- F. The cancellation of the outstanding checks in the following funds--
General Fund total \$2,870.09, Payroll Account total \$11,382.76 and Agency
Account \$8,975.35. The cancelled checks will be recognized as
Miscellaneous income.

Exhibit F 13:21:12/20/12

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

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

XII. ADMINISTRATION

Be it resolved that the Board of Education approves:

- A. Adoption of the resolution regarding Federal Sequestration of Funds.
Exhibit A 13:21:12/20/12
- B. A motion to approve the waiver of a discipline hearing for student, D.H. 2012 - 10,
in accordance with the recommendation of the Superintendent and as consented
to by the parents.
Exhibit A 13:22:12/20/12
- C. A motion to approve the waiver of a discipline hearing for student, D.H. 2012 -12,
in accordance with the recommendation of the Superintendent and as consented
to by the parents.
Exhibit A 13:23:12/20/12
- D. A motion to approve the waiver of a discipline hearing for student, D.H. 2012 -13,
in accordance with the recommendation of the Superintendent and as consented
to by the parents.
Exhibit A 13:24:12/20/12

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

- X Calvin Back
- Y Dennis Roberts
- Y Robert Bakley II
- Y George DeLollis
- A Burgess Hamer
- Y Linda Koch
- Y Andrew Melchiorre
- Y 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 leave(s) of absence:

Barbara Arenberg – From 11/2/12 through 12/3/12 using sick days and FMLA.

William Hartley – From 11/1/12 through approximately 1/2/13 with pay using personal days (board requested leave).

Lacey Huff – From 9/4/12 through 10/17/12 using FMLA, then 10/18/12 through 1/25/13 using FLA. Leave will be with pay through 10/1/12, then without pay from 10/2/12 through 1/25/13.

Stephen Lord – From 12/6/12 through 1/2/13 using FMLA and sick days.

Angela Mattera – From 1/15/13 through 3/30/13 with pay using FMLA; and 3/31/13 through end of school year without pay using FLA.

Jennifer Parmalee – From 1/2/13 through 1/22/13 with pay using FMLA; and from 1/23/13 through 4/26/13 without pay using FLA.

Michael Wilson – From 1/7/13 through 1/28/13 using sick days and FLA.

B. The following retirements/resignations:

Name: Terry Hand
Position: Keyboarding Clerk 3
Building: PAC
Type: Retirement
Effective: May 1, 2013

Name: Angela Grassi
Position: Supervisor of Data Entry Machine Operations
Building: Administration
Type: Retirement

Effective: June 1, 2013

Name: Susan Andrews-Alexander
Position: School Bus Driver
Building: Transportation
Type: Termination
Effective: June 7, 2012

C. The following substitute teachers: Danielle Barber, Michele Smith, Kathy Edwards, Michael Kelly, Richard Hernandez and Ann Amrhein.

D. The following substitute nurse: Kristin Podsiadlik

E. The following substitute custodians: Ryan Ritchie, Frederick Coleman and Michael Rash

F. The following substitute bus drivers: Mike Owens and Stephen Fawley

G. The following substitute box office assistant: Jay Wynn

H. The following past employee for home instruction (pending new criminal history clearance): Jean Marconi

I. The following stipend positions for 2012-2013 school year:

Names: Karen Ortman and Julie Moore
Position: Reading Coach
Stipend: \$1,500.00 each
Account: Title I 20-231-100-101-50-01

J. To return Harry Smith to his previous title and salary as follows:

Name: Harry Smith
Position: Custodial Worker
Status: Permanent
Building: High School
Effective: December 14, 2012
Pay Rate: \$30,415.00

K. Employment of the following Non-Certified Staff:

Name: Doreen Swanson
Position: Teacher's Aide
Status: Part-Time – 29.5 hours per week
Building: Elementary #1
Effective: Upon completion of criminal history background check
Step/Salary: \$12,746.00
Account: 11-000-217-106-00-01
Replacing: New Position

Name: Sean Berry

Position: Teacher's Aide
Status: Part-Time – 29.5 hours per week
Building: Middle School
Effective: Upon completion of criminal history background check
Step/Salary: \$13,180.00
Account: 11-000-217-106-00-04
Replacing: Louis Vito

Name: Lisa Hickman
Position: Senior Custodian
Status: Permanent
Building: Elementary #1
Effective: December 14, 2012
Step/Salary: \$31,407.00 (pro-rated)
Account: 11-000-262-110-00-01
Replacing: Harry Smith

Name: Tazares Harris
Position: Custodian
Status: Permanent
Building: Elementary #1
Effective: December 17, 2012
Step/Salary: \$26,053.00 (pro-rated)
Account: 11-000-262-110-00-01
Replacing: Lisa Hickman

L. Employment of the following Certified Staff:

Name: Robert Griffith
Position: Special Education Teacher
Status: Long-Term Substitute
Building: High School
Effective: Upon completion of criminal history background check
Step/Salary: \$75.00 per day for the first five consecutive days, then 1/200th of BA Step 1 for each consecutive day
Account: 11-209-100-101-00-08
Replacing: Angela Mattera

M. The following Schedule B Positions:

Name: Samantha Polis (*Split*)
Position: Head Winter Track Coach
Building Assignment: High School
Stipend: \$3,056.00

Name: John Richardson (*Split*)
Position: Head Winter Track Coach
Building Assignment: High School
Stipend: \$3,056.00

- N. The following salary advancements effective February 1, 2013: Melissa Shestak to MA/Step 4, Melanie Collins to MA/Step 2.
- O. The following fieldwork placement:

Amended Dates

School: East Carolina University
 Dates: August 21 to May 31, 2013 (16 hours per week)
 Student: Jessica Canzano
 Cooperating
 Teacher: Shannon Farrell/Speech Therapist Elementary #1

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

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

XIV. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

None

XV. BOARD COMMENT

Mr. Kopakowski told everyone that it is with regrets that he announces this is Mr. Money's last board meeting. He has been a board member with Middle Township Public Schools since April 1997. He has been a great supporter of our educational program and will be greatly missed. Mr. Kopakowski thanked Mr. Money for his years of dedicated service.

Mr. Money stated that is has been a privilege to serve on this board.

XVI. RECESS INTO EXECUTIVE SESSION

Motion to move to closed session at 7:52 p.m. for approximately 15 minutes for

- 1. Personnel
- 2. Litigation
- 3. Harassment, Intimidation and Bullying

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

XVII. RECONVENE TO REGULAR SESSION

Motion to reconvene to regular session at 8:07 p.m.

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

XVIII. ACTION ON EXECUTIVE SESSION ITEMS AS APPROPRIATE

A. Motion was made to accept the 11/15/12 Harassment, Intimidation and Bullying Report - Handout

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

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

XIX. ADJOURNMENT

Motion to adjourn the regular meeting of the Board of Education meeting at 8:08 p.m.

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

Respectfully Submitted,

Diane S. Fox
School Business Administrator/Board Secretary