

MILLVILLE
BOARD OF EDUCATION
AGENDA
JUNE 6, 2016

MILLVILLE BOARD OF EDUCATION
MILLVILLE, NEW JERSEY
JUNE 6, 2016
AGENDA

1. Call to Order
2. Roll Call and Establishment of Quorum
3. Flag Salute
4. Approval of Minutes of Previous Meeting
5. Report of the President
6. Report of Committees:
 - a. Finance Committee Bob Donato
 - b. Community Relations Committee Robert McQuade
 - c. Facilities Committee Mike Beatty
 - d. Professional Review Committee Joe Pepitone
 - e. Policy Committee Brianna Bucci
 - f. Curriculum Committee Lisa Santiago
 - g. Shared Services Committee Connie Johnson
 - h. Legal Committee Arnold Robinson, Esq.
7. Public Review of the Agenda
8. Report of the Superintendent
An asterisk denotes all board members vote on items.
 - a. Retiree Recognition Ceremony
9. Report of the Secretary and Budget Control
10. Communications (Letters and other communications have been distributed to all Board Members. Where appropriate, they are available for review by the public in the Board Secretary's office.)
11. Unfinished Business
12. New Business
13. Hearing of the Delegation
14. Adjournment

SUPERINTENDENT'S REPORT

June 6, 2016

General – As Recommended by the Superintendent

- *1 It is recommended the Board of Education approve the list of out-of-district workshops as indicated in the backup.
- *2 It is recommended the Board of Education approve the list of field trips as indicated in the backup.
- *3 It is recommended the Board of Education approve the termination of employee #6451 for abandonment of job. The abandonment shall be recorded as “resignation not in good standing,” effective May 19, 2016.
- *4 It is recommended the Board of Education apply for a short-term loan due to the delay in the June State Aid payments. The loan is for \$4,100,000 with an interest rate of 4% from Bank of America. The loan will be paid back by the state on July 8 or July 11 including interest.
- *5 It is recommended the Board of Education establish and transfer funds to a maintenance reserve for the year ending June 30, 2016 in accordance with 6A:23A-14.2. Approval is requested for up to \$1,000,000 if funds are available.
- *6 It is recommended the Board of Education approve creating two additional positions (one for Lakeside, one for Senior High) for Google Building Mentor Training. Additional cost will be \$744. – Title IIA funding
- *7 It is recommended the Board of Education approve creating a position for Gifted and Talented Program Eligibility Coordinator effective July 1, 2016. The position will be paid a stipend of \$4,000. – District funding
- *8 It is recommended the Board of Education approve a 1,200 hour internship in School Psychology for Monica Ralph from Rowan University during the 2016-2017 school year under the supervision of Peter Arsenault, school psychologist for Memorial High School.
- *9 It is recommended the Board of Education approve the Continuing Education program, Summer Tennis Camp. The camp will run from July 5 to July 27, 2016 for three days per week, 3.5 hours per day under the supervision of Tom DeCou.

SUPERINTENDENT’S REPORT

June 6, 2016

General – cont’d

- *10 It is recommended the Board of Education approve creating the following 10 hour clubs at Memorial for the 2016-2017 school year:

Anime Club	Game Design Club
Game Club	Go Green Club
Memorial Mentors	Madrigals
Memorial Voice	Trash to Treasure Club
LGBTQ Club	

Staff will be paid at the MEA hourly rate of \$31. – District funding

- *11 It is recommended the Board of Education approve the payment of Boiler License stipends for 2015-2016 as indicated in the backup. – District funding
- *12 It is recommended the Board of Education approve creating a position for Executive Director of Guidance K-12 for the District effective July 1, 2016.
- *13 It is recommended the Board of Education approve accepting Lucienne Wust, an exchange student from Germany, to attend Millville Senior High School during the 2016-2017 school year. The placement is through the AIFS Foundation’s Academic Year in America (AYA) program.
- *14 It is recommended the Board of Education approve creating 10 positions for Summer Teacher Evaluation Revisions. Staff will be paid at the MEA hourly rate of \$31, not to exceed six hours per teacher. – District funding

1-14 ALL

- 15 It is recommended the Board of Education approve the grant application to the Dollar General Foundation’s *Youth Literacy Grant Program* in the amount of \$4,000. The project will provide books and other reading comprehension materials for Holly Heights and Mount Pleasant School students. It will also create after-school enrichment activities related to literacy. The grant term will be from September 15, 2016 through June 15, 2017.

SUPERINTENDENT'S REPORT

June 6, 2016

General – cont'd

- 16 It is recommended the Board of Education approve payment of up to three hours to Nicole Interlante to accompany Student #30395 to the 5th Grade Moving Up Ceremony at Silver Run School on June 9, 2016. She will be paid at the hourly rate of \$9.50. – District funding
- 17 It is recommended the Board of Education accept the grant renewal contract from the Department of Children and Families for the Family Friendly Center Grant in the amount of \$90,924. The term of this grant will be from July 1, 2016 to June 30, 2017.
- 18 It is recommended the Board of Education approve the **revised** position for Summer Wrap Around Nurse (1 shared) at Child Family Center effective June 20 to August 26, 2016. The position will be paid at the MEA hourly rate of \$31 for 10 weeks, five days per week, **up to seven hours (as needed) per day**. – ECP funding

Leave of Absence

- 19 It is recommended the Board of Education approve the extension of a paid medical leave of absence for employee #602 to August 1, 2016.

Retirement

- 20 It is recommended the Board of Education approve the retirement of Bonnie Guay from the position of Part-time Paraprofessional (pc#748) at Silver Run effective June 30, 2016.

Appointments

The following appointments will become official upon approval from the Board of Education and receipt of all necessary certifications together with successful clearances from the employee physical exam, drug screening and criminal history check.

- 21 It is recommended the Board of Education approve the appointment of Larry Dick to the position of Night Lead/Building Maintenance Worker (pc#870) at Lakeside with a proposed start date of June 15, 2016. He will be paid at the 10th step of the Council 18/BMW contract, \$34,740 + \$2,500 Night Lead stipend (pro-rated) + \$868.50 longevity + \$1,500 Black Seal license = \$39,608.50. – District funding

SUPERINTENDENT'S REPORT

June 6, 2016

Appointments – cont'd

- 22 It is recommended the Board of Education approve the appointment of Doug Saul to the summer position of School Age Child Care Camp Director effective June 16 to August 12, 2016. He will be paid at the MEA hourly rate of \$31 for eight weeks, five days per week, eight hours per day. – Family Friendly/Latch Key funding

- 23 It is recommended the Board of Education approve the appointment of Dianna Dennis to the summer position of School Age Child Care Camp Nurse effective June 20 to August 12, 2016. She will be paid at the MEA hourly rate of \$31 for eight weeks, one day per week, six hours per day. – Family Friendly/Latch Key funding

- 24 It is recommended the Board of Education approve the appointment of the following staff to the summer position of School Age Child Care Camp Supervisors effective June 20 to August 12, 2016:

Ashley DelVecchio (K-3) Darrell Ford (4-7)

Staff will be paid at the hourly rate of \$18.50 for eight weeks, five days per week, six hours per day. – Family Friendly/Latch Key funding

- 25 It is recommended the Board of Education approve the appointment of the following staff to the summer position of School Age Child Care Camp Counselors effective June 20 to August 12, 2016.

Adult (\$14/hr)

Angela Losaw	Kelsey Sherman	Samantha Capoferri
Desiree Preston	Robert Jones	Kaitlyn Hoffman
Kyle Devich	Chelsea Smith	

Student (\$8.50/hr)

Grace Whitelam	Charles Maines	Andrew Sooy
Tabrianna Harden		

Staff will be paid for eight weeks, five days per week, 5 to 10 hours per day. – Family Friendly/Latch Key funding

SUPERINTENDENT'S REPORT

June 6, 2016

Appointments – cont'd

- 26 It is recommended the Board of Education approve the appointment of the following staff to the shared position of 21st Century Middle School Summer Site Coordinator effective June 22, 2016:

Kelly Gandy

Lawrence Hickman

Staff will be paid for four weeks plus one day, five days per week, six hours per day at the MEA hourly rate of \$31. – 21st Century Grant funding

- 27 It is recommended the Board of Education approve the appointment of staff to the positions of 21st Century Elementary Site Coordinators/Teacher(s) and 21st Century Elementary Aides effective July 1, 2016 through June 30, 2017 as indicated in the backup. Site coordinators/teachers will be paid for five days per week, one to seven hours per day at the MEA hourly rate of \$31. Aides will be paid for five days per week, three to seven hours per day at the hourly rate of \$9.50 during the school year and the hourly rate of \$14 during the summer. – 21st Century grant funding

15-27 MILLVILLE

- *28 It is recommended the Board of Education approve the appointment of the following staff to the position of Summer Curriculum Writing – CTE:

Shawn Jenkins

Aaron Righter

Jamie Burrows

Staff will be paid for 18 hours each at the MEA hourly rate of \$31, not to exceed \$1,674 total expenditure. – Perkins 2017 funding

- *29 It is recommended the Board of Education approve the appointment of the following staff to the position of Summer Curriculum Writing Middle School Social Studies:

Donna Hoffman

Timothy Garrison

Brian Hakola

Robert Williams

Pamela Bergman

Staff will be paid for up to 20 hours each at the MEA hourly rate of \$31. – District funding

SUPERINTENDENT’S REPORT

June 6, 2016

Appointments – cont’d

- *30 It is recommended the Board of Education approve the appointment of the following staff to Summer Credit Completion Program positions effective June 27 to August 4, 2016:

Teachers (\$31/hr)

Jason Kessler	Steve Bowen	Shawn Jenkins
Tiera Harden	Brenda Hoffman	Daniel Lalli

Nurse (\$31/hr)

Lee Seybold

Paraprofessional (\$14/hr)

Yvonne Stokes

Security (\$21.09/hr)

Bonnie Mackall

Staff will be scheduled as needed based on enrollment numbers, but not to exceed six weeks, four days per week, 5.5 hours per day. – District funding

- *31 It is recommended the Board of Education approve the appointment of the following staff to the position of Summer Camp Cafeteria Aides effective June 20, 2016:

Kelli Risdon-Friebel	Doris Hall	Dot Guy
Linda Polhamus	Judy Adams	Tammy Thompson

Staff will be paid for eight weeks, five days per week, four to six hours per day at the hourly rate of \$14. - Cafeteria funding

- *32 It is recommended the Board of Education approve the appointment of the following staff to the position of Summer Temporary Custodian effective June 20, 2016:

William Branin	Pamela Cassidy	Donna Felmey
Luis Flores	R. Denise Harris	Catherine Jeffries
Beverly Loiacono	Chad Losaw	Kelly Kirkland
James Cessna	Rosemary Murphy	Melissa Sorantino
Vicki Parliman	Sandra Paulhus	James Rettig
Antonio Robles	Cindy Ford	Valerie Grennon
Toni Miller	Erica Powers	Robert Williams
Karen Woolbert		

Staff will be paid for up to 10 weeks, four to five days per week, 8 to 10 hours per day at the hourly rate of \$10. – District funding

SUPERINTENDENT'S REPORT

June 6, 2016

Transfer

- *33 It is recommended the Board of Education approve the transfer of Wayne Parr from the position of Head Custodian/Building Maintenance Worker (pc#986) at MSHS to the same position (pc#1112) at Lakeside effective June 15, 2016.

Bids

- *34 It is recommended the Board of Education approve the following bid award recommendation:

Bid #16-27 Out of District-ESY To & From Transportation

Sheppard Bus Company	\$12,415.50
35 Rockville Road	
Bridgeton, NJ 08302	

Budgetary Transfers – As Recommended by the Superintendent

- *35 It is recommended the Board of Education approve the budgetary transfers for the month ending April 30, 2016.

Board of Education's Monthly Certification - As Recommended by the Superintendent

- *36 It is recommended the Board of Education officially certify pursuant to NJAC 6:20-2:13(e) that as of April 30, 2016 and after a 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-extended in violation of NJAC 6:20-2:13(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Secretary's Monthly Certification – As Recommended by the Superintendent

- *37 It is recommended the Board of Education approve the Board Secretary's monthly certification of budgetary line item status for April 30, 2016.

Balance Sheet Reports – As Recommended by the Superintendent

- *38 It is recommended the Board of Education officially accept the four balance sheets from the board secretary for the General Fund, Special Reserve Fund, Capital Projects Fund and the Debt Service Fund as required under the GAAP procedure for the month ending April 30, 2016.

28-38 ALL

Reorganization of Annual Approvals and Appointments – As Recommended by The Superintendent

- *1. Board Secretary

It is recommended the Board of Education appoint Bryce Kell to the position of board secretary for the 2016-2017 school year, with purchasing authority as set forth in 18A:18A-2, 18A:18A-3, 18A:18A-37 and 18A:18A-10 for the 2016-2017 school year. (Bid limit is currently set at \$40,000 and the quote threshold is \$6,000.)

- *2. Chief School Administrator to Approve Transfers:

It is recommended the Board of Education officially designate the chief school administrator to approve transfer amounts among line items and program categories as are necessary between meetings of the Board for the 2016-2017 school year, in accordance with 18A:22A-8.1

- *3. Board Architect

It is recommended the Board of Education appoint Garrison Architects to the position of Architect for the 2016-2017 school year.

- *4. Board Accountant/Auditor

It is recommended the Board of Education appoint Ford, Scott and Associates, L.L.C. to the position of Board Accountant/Auditor for the 2016-2017 school year, at an annual retainer of \$61,800, and acknowledge the peer review report submitted by Ford, Scott and Associates, L.L.C. in accordance with N.J.A.C. 6A:23-2.2(i), subject to compliance with the Pay-to-Play regulations.

- *5 Board Solicitor

It is recommended the Board of Education appoint Arnold Robinson, Esquire, of Robinson and Robinson to the position of Board Solicitor for the 2016-2017 school year, at an annual retainer of \$17,400 with an hourly rate of \$135 with additional fees for the contract term not to exceed \$55,000, subject to compliance with the Pay-to-Play regulations.

Reorganization of Annual Approvals and Appointments – Cont'd

***6 Board Labor Counsel**

It is recommended the Board of Education appoint Capehart & Scatchard, P.A. to the position of Board Negotiator for the 2016-2017 school year, at the hourly rate of \$170 per hour with a maximum fee for the contract term not to exceed \$55,000, subject to compliance with the Pay-to-Play regulations.

***7 Elementary Board Physician**

It is recommended the Board of Education appoint Ketan R. Patel, M.D. to the position of Elementary Board Physician for the 2016-2017 school year, at an annual retainer of \$12,900, with additional fees for the contract term not to exceed \$8,000, subject to compliance with the Pay-to-Play regulations.

***8 Secondary Board Physician**

It is recommended the Board of Education appoint Donald C. Huston, Jr., D.O. to the position of Secondary Board Physician for the 2016-2017 school year, at an annual retainer of \$12,700 and \$160 per exam, with additional fees for the contract term not to exceed \$55,000, subject to compliance with the Pay-to-Play regulations.

***9 Secondary Board Sports Physician**

It is recommended the Board of Education appoint Seth Silver, M.D. to the position of Secondary Board Sports Physician for the 2016-2017 school year, at an annual retainer of \$7,500 and \$180 per exam, with additional fees for the contract term not to exceed \$12,500, subject to compliance with the Pay-to-Play regulations.

***10 Board Optometrist**

It is recommended the Board of Education appoint Lynne Porreca, O.D. to the position of School Optometrist for the 2016-2017 school year, at an annual retainer fee of \$8,500 with additional fees for the contract term not to exceed \$3,000, subject to compliance with the Pay-to-Play regulations.

***11 Health Insurance Broker**

It is recommended the Board of Education appoint Allen Associates as the health insurance broker of record for the 2016-2017 school year.

***12 Property & Casualty/Workman's Compensation Insurance Broker**

It is recommended the Board of Education appoint Reeves & Melvin as the property & casualty and workman's compensation insurance broker of record for the 2016-2017 school year.

Reorganization of Annual Approvals and Appointments – Cont'd

***13 Third Party 403B Administrator**

It is recommended the Board of Education appoint The Omni Group as the Third Party 403B Administrator.

***14 403B Tax Shelter Annuity Companies**

It is recommended the Board of Education approve the attached list of 403B Tax Shelter Annuity Companies.

***15 Third Party 125 Plan Administrator**

It is recommended the Board of Education appoint Aflac as the Third Party 125 Plan Administrator.

***16 Assistant Board Secretaries**

It is recommended the Board of Education appoint Jacquelyn Bagby as the Assistant Board Secretary/Accounting for the 2016-2017 school year; and Toni Basich as the Assistant Board Secretary/Purchasing Agent for the 2016-2017 school year, with purchasing authority as set forth in 18A:18A-2, 18A:18A-3, 18A:18A-37 and 18A:18A-10. (Bid limit is currently set at \$40,000 and the quote threshold is \$6,000.)

***17 Affirmation Action Officer, American Disabilities Act Coordinator, and Desegregation Officer**

It is recommended the Board of Education appoint Donna Meyers as Affirmative Action Officer, American Disabilities Act Coordinator (A.D.A.) and Desegregation Officer for the 2016-2017 school year.

***18 504 Coordinator**

It is recommended the Board of Education appoint Nora Zielinski and Ryan Cruzan as the 504 Coordinators for the 2016-2017 school year.

***19 Public Agency Compliance Officer**

It is recommended the Board of Education appoint Toni Basich as the Public Agency Compliance Officer for the 2016-2017 school year.

***20 Integrated Pest Management (IPM) Coordinator**

It is recommended the Board of Education appoint Ryan Cruzan as the District IPM Coordinator for the 2016-2017 school year.

Reorganization of Annual Approvals and Appointments – Cont'd

- *21 Asbestos Hazard Emergency Response Act (AHERA) Coordinator
It is recommended the Board of Education appoint Ryan Cruzan as the AHERA Coordinator for the 2016-2017 school year.
- *22 Custodian of Government Records
It is recommended the Board of Education appoint Bryce Kell as the Custodian of Government Records for the 2016-2017 school year.
- *23 District Homeless Liaison
It is recommended the Board of Education appoint Jaime Sutton as the District Homeless Liaison for the 2016-2017 school year.
- *24 District Anti-Bullying Coordinator
It is recommended the Board of Education appoint Bob Cirocco as the District Anti-Bullying Coordinator for the 2016-2017 school year in accordance with NJSA 18A:37-15(c).
- *25 Crisis Management Plan
It is recommended the Board of Education adopt the District's Crisis Management Plan and appoint Bob Cirocco as the Crisis Coordinator for 2016-2017 school year.
- *26 Indoor Air Quality Program
It is recommended the Board of Education adopt the Indoor Air Quality Program and designate Ryan Cruzan as the program monitor for the 2015-2016 school year.
- *27 Time and Place of Regular Meeting
It is recommended the Board of Education approve the attached meeting schedule for the 2016-2017 school year (amended to avoid holidays).
- First Monday of each month in the Culver Center at 7:00 pm
 - Third Monday of each month in the Culver Center at 7:00 pm
- *28 Authorization to Sign Checks
It is recommended the Board of Education authorize the President or Vice President to sign school checks along with the Board Secretary, for the 2016-2017 school year, as has been the practice.

Reorganization of Annual Approvals and Appointments – Cont'd

***29 Designation of Depositories**

It is recommended the Board of Education formally designate the following agencies as depositories for funds of the Millville Board of Education for the 2016-2017 school year.

- a. TD Bank
- b. Millville Savings & Loan
- c. Bank of America
- d. Cape Bank
- e. Sun National Bank
- f. Newfield Bank
- g. BB&T Bank

***30 Designation of Newspapers of Record**

It is recommended the Board of Education formally designate the following newspapers as Newspapers of record for the 2016-2017 school year:

- a. The Press
- b. South Jersey Times
- c. The Daily Journal
- d. The Reminder

***31 Dollar limit amounts for board member expenses**

It is recommended the Board of Education approve the expense limit amounts for board members' attendance at professional meetings, workshops for the 2016-2017 school year, in compliance with NJ State travel reimbursement guidelines as established by the Department of Treasury in NJOMB circular letter 06-02, except that those guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable.

Meals and Lodging: normal costs for such items as determined by the federal government cost tables for the specific geographic area in which the expense was incurred

Mileage: the State rate as per NJOMB

***32 Board Policies**

It is recommended the Board of Education approve the present Board Policies for the 2016-2017 school year, subject to revision.

Reorganization of Annual Approvals and Appointments – Cont'd

***33 Administrative Procedures**

It is recommended the Board of Education approve all Administrative Procedures, as they currently exist, for the 2016-2017 school year.

***34 Petty Cash and Change Funds for the Schools and Administration**

It is recommended the Board of Education approve the attached list of petty cash and change funds for the schools and administration for the 2016-2017 school year.

***35 Free and Reduced Price Food Services**

It is recommended the Board of Education accept and adopt the regulations developed by the Bureau of Child Nutrition Program for free or reduced price lunches/milk for the 2016-2017 school year.

***36 General Education Programs and Textbooks**

It is recommended the Board of Education approve the adoption of the present district curriculum and services along with appropriate textbooks, for the 2016-2017 school year, which are consistent with the district goals and objectives. It is understood that curricular development is an on-going process and that curricula is aligned with New Jersey Core Curriculum Content Standards.

***37 Recognition of the Official Bargaining Units**

It is recommended the Board of Education recognize the following bargaining units for the 2016-2017 school year:

Millville Education Association (MEA)
Millville Administrators Association (MAA)
Association of Building Maintenance Workers in Affiliation with
NJ Civil Service Association, Cumberland Council 18
Millville Support Services Association (MSSA)
Millville Food Services Association
Central Office Executive Assistants/Confidential Employees