

**MILLVILLE**  
**BOARD OF EDUCATION**  
**AGENDA**  
**NOVEMBER 2, 2015**

MILLVILLE BOARD OF EDUCATION  
MILLVILLE, NEW JERSEY  
NOVEMBER 2, 2015  
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 Mike Whilden
  - c. Facilities Committee Mike Beatty
  - d. Professional Review Committee Bob Donato
  - e. Policy Committee Mike Whilden
  - f. Curriculum Committee Lisa Santiago
  - g. Shared Services Committee Robert McQuade
  - 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.
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

**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 Resolution No. 1153 to submit the QSAC DPR's and Statement of Assurances for the 2014-15 school year to the Department of Education.
- \*4 It is recommended the Board of Education approve the Comprehensive Maintenance Plan for the 2016-2017 school year.
- \*5 It is recommended the Board of Education approve the anticipated maintenance budget (M-1) for the 2016-2017 school year.
- \*6 It is recommended the Board of Education approve the Initial Application for Temporary Instructional Space to designate Room 13A at Bacon Elementary School for use as space for Positive Behavioral Intervention and Support for the 2015-2016 school year.
- \*7 It is recommended the Board of Education approve the reports for bus evacuation drills which were held in September and October, 2015 in accordance with N.J.A.C. 6A:27-11.2(d).
- \*8 It is recommended the Board of Education approve increasing the substitute rate for custodians from \$9.00 per hour to \$12.00 per hour (\$96 per day).
- \*9 It is recommended the Board of Education approve the out of state travel to the National School Boards Conference in Boston, MA from April 9 – 11, 2016, for no more than three board members. – District funding
- \*10 It is recommended the Board of Education approve participation in a grant proposal to the New Jersey Council for the Humanities by the Millville Army Airfield Museum. The grant is for an expansion of the Veteran Interview Project, a joint project of the District and Museum. The grant term will be from January 1 through December 31, 2016.

**General – As Recommended by the Superintendent**

- \*11 It is recommended the Board of Education approve acceptance of the State House Express award to Memorial High School to help pay for bus rental expenses to Trenton for a special tour of the State House between September 2015 and June 2016. The total award amount is \$350.
- \*12 It is recommended the Board of Education approve a new 10 hour club, Trash to Treasure Club, at Memorial under the supervision of faculty sponsor, Laura Materio to be paid at the MEA hourly rate of \$30. – District funding
- \*13 It is recommended the Board of Education approve creating the following 10 hour clubs at Memorial:

Art Club	Anime Club	Game Design
Chess/Game Club	Memorial Mentors	Student Council
Literary Magazine	Go Green Club	Madrigals
Memorial Voice	Book Club	

Staff will be paid at the MEA hourly rate of \$30. – District funding

- \*14 It is recommended the Board of Education approve out of state travel for Megan Finney to the American Library Association (ALA) Mid-Winter conference in Boston, MA January 7 – 10, 2016 (total of two School Business Days) and the Annual Conference in Orlando, FL June 23 – 28, 2016 (no School Business Days) as a requirement of being selected as a 2016 Emerging Leader for the ALA. The total cost to the district will not exceed \$784. – District funding

**1-14 ALL**

- 15 It is recommended the Board of Education approve creating six positions for Before School Instructors at Bacon School. Each position will be for 27 weeks, one to four days per week, one hour per day at the MEA hourly rate of \$30. – Title I funding
- 16 It is recommended the Board of Education approve creating a position for Family Friendly Lakeside Club Advisor for a 30 hour Shades of Blue Choir Club at Lakeside. The position will be paid at the MEA hourly rate of \$30. – Family Friendly Grant funding

**General – As Recommended by the Superintendent**

- 17 It is recommended the Board of Education approve three classroom observations, grade level PreK-3, for Colleen Cornell from Montclair State University – Cumberland County College branch during the fall semester as part of the Alternative Route to Teaching. The observations will be coordinated through Nora Zielinski's office at no cost to the district.
  
- 18 It is recommended the Board of Education approve seven additional hours for Robert Bonham, Security Aide, during Parent Conferences at Rieck Avenue on November 20, 23, and 24. He will be paid at his hourly rate. – District funding
  
- 19 It is recommended the Board of Education approve creating the following clubs at Silver Run:  
  
Monarch Club – Rebecca Wadsworth and Nicole Interlante – volunteer advisors  
  
Silver Run Garden Club – Elizabeth Thompson, Kristi Cranmer, Doris Hall, Dawn Nessen, Tina Stiles, Connie Thon, Diana Day, Paul Williams – volunteer advisors
  
- 20 It is recommended the Board of Education approve a Stockton University Graduate Practicum student placement for a Master of Science in Communication Disorders for Alexandra DeStefano at the Child Family Center with Karen Bagnell, Supervising SLP for the Spring 2016 semester at no cost to the district.

**Leave of Absence**

- 21 It is recommended the Board of Education approve the paid medical leave of absence for employee #145 from November 4 to December 21, 2015.
  
- 22 It is recommended the Board of Education approve the extension of a partially paid medical leave of absence for employee #6096 to December 14, 2015 utilizing the Family Medical Leave Act.

**Leave of Absence cont'd**

- 23 It is recommended the Board of Education approve the unpaid, intermittent medical leave of absence for employee #2765 from November 3, 2015 to June 30, 2016 or 60 days utilizing the Family Medical Leave Act.

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- \*24 It is recommended the Board of Education approve the unpaid, intermittent medical leave of absence for employee #5902 from October 20, 2015 to June 30, 2016 or 60 days utilizing the Family Medical Leave Act.

**Resignations**

- \*25 It is recommended the Board of Education approve the resignation of Valerie Archetto from her Co-Curricular position as Assistant Spring Play Music Director at Millville Senior High School.
- \*26 It is recommended the Board of Education approve rescinding the appointment of Mara Hermelee from the position of Social Worker (pc#5959) for the District based on her declining the position.

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- 27 It is recommended the Board of Education approve the resignation of Linda Repp from her position as Part-time Aide (pc#545) at Silver Run effective September 1, 2015.
- 28 It is recommended the Board of Education approve the resignation of Tracey Shea from her position as Site Coordinator/Teacher for Elementary 21<sup>st</sup> Century Program effective November 11, 2015.

**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.
- 29 It is recommended the Board of Education approve the **revised** appointment of Jamie McCarthy to the temporary position of Preschool Teacher (pc#169) at Child Family Center with a proposed starting date of **November 11, 2015**.

**SUPERINTENDENT'S REPORT**  
**Appointments- cont'd**

**November 2, 2015**

- 30 It is recommended the Board of Education approve the appointment of Greta Anderson to the temporary position as Pre-K Paraprofessional (pc#10118) at Child Family Center effective November 3, 2015 – June 30, 2016. She will be paid at the 1<sup>st</sup> step of the MEA salary guide, \$18,937 +\$200 (credits) = \$19,137 (pro-rated). Salary to be adjusted when MEA contract is settled. – ECP funding
- 31 It is recommended the Board of Education approve the appointment of Christine Caraballo to the position of Temporary Paraprofessional (pc#646) at Child Family Center effective November 3, 2015 – June 30, 2016. She will be paid at the 1<sup>st</sup> step of the MEA salary guide, \$18,937 +\$200 (credits) = \$19,137 (pro-rated). Salary to be adjusted when MEA contract is settled.
- 32 It is recommended the Board of Education approve the appointment of the following staff to the position of Instructors for Before School Enrichment Club (Morning Mindcrafters) at Silver Run:

Kristie Renzi	Amy Kimmel	Danielle Cosgrove
Jennifer DeFeo	Susan Groover	Belford Lee Cox
Elviro Ocasio	Hollie Smith	Stephanie Upham
Rebecca Wadsforth	Michael Thomas	Josh Zellers
Danielle Procopio	Kelsi McCafferty	

Staff will be paid for 25 weeks, three days per week, one hour per day at the MEA hourly rate of \$30 for teachers and \$ - District funding

- 33 It is recommended the Board of Education approve the appointment of the following staff to the position of District AVD tutor:

Rebecca Thompson	Christy Mason
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Staff will be paid for up to 34 weeks, one to five days per week, not to exceed 18 hours per week at the hourly rate of \$10.00. – District funding

**Appointments- cont'd**

- 34 It is recommended the Board of Education approve the following staff to the position of Family Friendly Lakeside Club Advisors:

**40 hour club:**

Lakeside TV News (2): Larry Perry, Jennifer Uniglicht

**30 hour club:**

Art Club (1): Jessica Heim

**20 hour clubs:**

Homework Club (3): Robin Roche, Val Grennon, Teale Millard

Library Club (1): Diane Worthington

Language Arts Tutoring Club (1): Sue Corson

Culture Club (1): Lisa Oquendo

German Club (1): Tamara Woitas

Grade 8 Leaders Club (1): Suzanne LaRosa

Fitness Club (1): Kristine Able

Media/Animation Productions Club (1): Larry Perry

Lakeside Newspaper Team Club (2): Jennifer Uniglicht, Jennifer Cuesta

Staff will be paid at the MEA hourly rate of \$30. – Family Friendly Grant funding

- 35 It is recommended the Board of Education approve the appointment of Heather Ehlin to the position of CEZ Parent Involvement Coordinator for 21<sup>st</sup> Century Middle School Program at Lakeside. She will be paid for two days per week, up to four hours per day at the hourly rate of \$9.50. – CEZ-21<sup>st</sup> Century Grant funding

- 36 It is recommended the Board of Education approve the appointment of the following staff to the position of Wrap Around Instructional Aides:

Brooke Nichols                      Eileen Roche (eff. 11/2/15)

Natalie Malave (substitute)

Staff will be paid at the hourly rate of \$9.50. – ECP funding

**SUPERINTENDENT'S REPORT**

**November 2, 2015**

**Appointments- cont'd**

- 37 It is recommended the Board of Education approve the appointment of the following staff to the position of Site Coordinator/Teachers for 21<sup>st</sup> Century Elementary:

Staci Clark                      Michelle Kavanagh                      David Burns

Staff will be paid for five days per week, up to seven hours per day at the MEA hourly rate of \$30. – 21<sup>st</sup> Century grant funding

- 38 It is recommended the Board of Education approve the appointment of the following staff to the position of Aides for 21<sup>st</sup> Century Elementary Program:

Summer Hitchner                      Carmen Rivera

Staff will be paid for five days per week, up to seven hours per day at the MEA hourly rate of \$9.50. – 21<sup>st</sup> Century grant funding

- 39 It is recommended the Board of Education approve the appointment of Sevinc Ceylan to the position of Custodial Building Maintenance Worker (pc#1192) at Lakeside with a proposed starting date of October 22, 2015. She will be paid at the 1<sup>st</sup> step of the Council 18 contract, \$27,100 (pro-rated).– District funding

- 40 It is recommended the Board of Education approve the appointment of Kim Reed to the position of Part-time Cafeteria Aide (pc#881) at Mount Pleasant School with a proposed starting date of November 3, 2015. She will be paid at the MEA hourly rate of \$10.95. – District funding

**27-40 MILLVILLE**

- \*41 It is recommended the Board of Education approve the appointment of the following staff to the shared position of Credit Completion at Memorial:

Val Archetto                      Janet Todd                      Amy Whilden  
Ann Bien                      Bill Branin

Staff will be paid for 14 weeks, two days per week, one hour per day at the MEA hourly rate of \$30. – District funding

**SUPERINTENDENT'S REPORT**  
**Appointments- cont'd**

**November 2, 2015**

- \*42 It is recommended the Board of Education approve the list of substitutes as indicated in the backup.
- \*43 It is recommended the Board of Education approve the appointment of staff to the position of 10 Hour Clubs and Volunteer Clubs Advisors:

**10 hour clubs**

Go Green Club – Rob DeSantis  
Anime Club – Kathleen Galarza  
Books & Pens Club – Tara Cotton  
Guitar Club – John Clementi

**Volunteer clubs**

Health Professions Club – Michele Horin  
Gaming Club – John Clementi

Advisors for 10 hour clubs will be paid at the MEA hourly rate of \$30. – District funding

**Co-Curricular Appointments**

- \*44 It is recommended the Board of Education approve the following **revised** Co-Curricular appointments:

<b>All City Jazz</b>	<b>Michael Saul</b>	<b>Step 2</b>	<b>\$2,229</b>
<b>All City Band</b>	<b>Andrea Dixon</b>	<b>Step 1</b>	<b>\$2,026</b>

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- 45 It is recommended the Board of Education approve the following Co-Curricular appointment:

Lakeside Intramurals Fall      Amanda Wichnick      Step 2      \$1,339

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## **SUPERINTENDENT'S REPORT**

**November 2, 2015**

### **Budgetary Transfers – As Recommended by the Superintendent**

- \*46 It is recommended the Board of Education approve the budgetary transfers for the month ending September 30, 2015.

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

- \*47 It is recommended the Board of Education officially certify pursuant to NJAC 6:20-2:13(e) that as of September 30, 2015 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**

- \*48 It is recommended the Board of Education approve the Board Secretary's monthly certification of budgetary line item status for September 30, 2015.

### **Balance Sheet Reports – As Recommended by the Superintendent**

- \*49 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 September 30, 2015.

46-49 ALL