

MILLVILLE
BOARD OF EDUCATION
AGENDA
DECEMBER 16, 2013

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MILLVILLE, NEW JERSEY
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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 Ali Edwards
 - b. Community Relations Committee Ali Edwards
 - c. Educational Facilities Committee Mike Beatty
 - d. Professional Review Committee Connie Johnson
 - e. Policy Committee Mike Whilden
 - f. Curriculum Committee Joe Pepitone
 - g. Shared Services Committee Michael Santiago
 - 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 Treasurer, 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. Payment of Bills and Cafeteria Bills (List of bills available for inspection in the Board Secretary's office)
14. Hearing of the Delegation
15. Adjournment

General – As Recommended by the Superintendent

- * 1. It is recommended the Board of Education approve the the list of out-of-district workshops as indicated in the back up
- * 2. It is recommended the Board of Education approve the list of field trips as indicated in the back up.
- * 3. It is recommended the Board of Education acknowledge the attached 2012-2013 audit recommendations and approve the Corrective Action Plan pertaining to the recommendations attached:

Finding 2013-1

The encumbrances reflected on the District's final trial balance did not agree with the detail list of open encumbrances at year end resulting in an audit adjustment.

Finding 2013-2

Several year-end trial balances, budget accounts and supporting spreadsheets were inaccurate and required audit adjustments.

Finding 2013-3

The New Jersey Department of Education, which conducted a Consolidated Monitoring Report of Title I funds from September 1, 2011 through August 31, 2012 had the following findings:

The district incurred transportation costs deemed to supplant local funding sources and are therefore deemed to be unallowable program costs.

Certain salary expenditures charged to the Title I, Part A grant were not deemed to be necessary or reasonable for administration of the program as required by federal cost principles.

Amusement and/or entertainment costs were incorrectly charged to the Title I, Part A Program.

General (cont.)

The District did not adhere to applicable provisions of the travel regulations which resulted in unallowable charges to the program.

On various occasions, the District failed to issue a purchase order prior to services being rendered.

Appointments of Title I, Part A instructional personnel recorded in the board of education meeting minutes did not contain all of the required information.

The District did not maintain records in accordance with department and federal guidelines.

Finding 2013-4

Our audit of student activities, athletic and scholarship accounts noted the following:

- Some safety patrol fundraising money was not deposited in accordance with District procedures.
- There were two scholarship accounts with activity that was Not reflected in district records resulting in inaccurate ending balances.
- Athletic game receipt records were not documented in accordance with District procedures.
- One student account club balance had a \$2,985 deficit balance.

Finding 2013-5

Year end Latchkey and Wraparound department accounts receivables were not accurately or timely provided to the finance office. In addition, Wraparound applications were destroyed without approval and not available for audit.

Finding 2013-6

Our audit of the District's capital assets ledger found problems with asset tagging and disposal procedures. In addition, some assets selected for examination could not be located. Lastly, the depreciation amounts on a number of assets were found to be inaccurate.

General (cont.)

- * 4. It is recommended the Board of Education approve the renewal of the Aetna Health Insurance rates for the 2014 calendar year. The increase is 8.47% with estimated premiums of \$15,128,916.
- * 5. It is recommended the Board of Education approve creating a position for an additional high school assistant winter track coach.

1-5 All

- 6. It is recommended the Board of Education approve the photographic services of Bassetti Photo for Holly Heights for the 2014-2015 school year. There is no cost to the school district.
- 7. It is recommended the Board of Education approve creating three positions for NJ ASK prep tutors at Holly Heights School. The program will be for 15 weeks, three days per week, one hour per day at the MEA hourly rate of \$30. –Title I funding
- 8. It is recommended the Board of Education approve creating a position for an assistant wrestling coach at Lakeside Middle School. – Donation funding
- 9. It is recommended the Board of Education approve creating a temporary part-time position for a one-to-one paraprofessional for student no. 21349 at Lakeside Middle School. The position is for 11 weeks, two days per week, one hour per day, not to exceed 30 hours. – IDEA – Basic funding
- 10. It is recommended the Board of Education approve the creation of the following club at Silver Run School:

The Monarch Club – Rebecca Wadsworth, Alyssa Robbins, Nicole Interlante – volunteer advisors

General (cont.)

11. It is recommended the Board of Education approve the submission of the 2014-2015 Division of Early Childhood Education Five-Year Preschool Program Plan Annual Update and Budget in the amount of \$9,677,993.
12. It is recommended the Board of Education approve creating Three positions for a parent information night at Holly Heights School. The positions will be for three hours each at the MEA hourly rate of \$30. – Title I funding

Special Education – As Recommended by the Superintendent

13. It is recommended the Board of Education approve the addendum list of special education students for out-of-district placements for the 2013-2014 school year.

Personnel

Leave of Absence – As Recommended by the Superintendent

14. It is recommended the Board of Education approve the paid medical leave of absence for employee no. 603 from December 2, 2013 until January 13, 2014 utilizing the Family Medical Leave Act.
15. It is recommended the Board of Education approve the paid extension to a medical leave of absence until February 3, 2014 for employee no. 2474 utilizing the Family Medical Leave Act.
16. It is recommended the Board of Education approve the unpaid extension to a medical leave of absence until December 16, 2013 for employee no. 3014 utilizing the Family Medical Leave Act.
17. It is recommended the Board of Education approve a paid medical leave of absence for employee no. 4135 from December 12 until January 21, 2014 utilizing the Family Medical Leave Act.

Leave of Absence (cont.)

18. It is recommended the Board of Education approve a paid extension to a medical leave of absence for employee no. 1009 until February 3, 2014 utilizing the Family Medical Leave Act.

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- * 19. It is recommended the Board of Education approve an unpaid extension to a medical leave of absence for employee no. 3116 until February 3, 2014 utilizing the Family Medical Leave Act.
- * 20. It is recommended the Board of Education approve a paid medical leave of absence for employee no. 1636 from October 23, 2013 until January 2, 2014 utilizing the Family Medical Leave Act.

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Resignations – As Recommended by the Superintendent

21. It is recommended the Board of Education approve the resignation of Jeanne Reed from her position as school nurse at the Child Family Center (pc#746) effective December 19, 2013.
22. It is recommended the Board of Education approve the resignation of Laketta Habersham from her position as a paraprofessional at Lakeside Middle School (pc#10141) effective December 13, 2013.
23. It is recommended the Board of Education approve the resignation of Michael Leek from his position as a wrap-around aide at the Child Family Center effective December 4, 2013.
24. It is recommended the Board of Education approve the resignation of Courtney McLaughlin from her position as an aide in the 21st Century Program at Lakeside Middle School effective December 19, 2013.

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Retirement – As Recommended by the Superintendent

- * 25. It is recommended the Board of Education approve the retirement of John Parker from his position as a security aide at Millville Senior High School (pc#1149) to be effective July 1, 2014.

Appointments – As Recommended by the Superintendent

The following candidate(s) are recommended for emergent hiring pending completion of a criminal history check.

- * 26. It is recommended the Board of Education approve the appointment of the following list of substitutes as indicated In the back up:

Teachers	Aides
Secretaries	Custodians
Cafeteria Workers	

- * 27. It recommended the Board of Education approve the appointment of the following staff to the position of home instructor:

Jessica Lieve	Michael Morton
Janet Pike	Charlotte Hunter

They will be paid at the MEA hourly rate of \$30.

- * 28. It is recommended the Board of Education approve the appointment of John Dobrosky to the position of Skills USA advisor for woodworking at Millville Senior High School. The program is for 36 weeks, one day per week, one hour per day at the MEA hourly rate of \$30 not to exceed \$1,500. – FY14 Perkins Grant funding

Appointment (cont.)

- * 29. It is recommended the Board of Education approve the appointment of the following staff to the position of district AVID tutor:

Ameshia White

Jessica Pettit

The program is for 34 weeks, one to five days per week, up to 18 hours per week at the hourly rate of \$10. – District funding

- * 30. It is recommended the Board of Education approve the appointment of Kristin Zintner to the position of school floater nurse for the district (pc#10125) effective October 9, 2013. She will be paid at the 1st step, BA+10 level of the MEA salary guide, \$47,947 prorated.
- * 31. It is recommended the Board of Education approve the **revised** appointment of Jennifer Bateman to the position of security aide at Memorial High School effective September 18, 2013. She will be paid at the 3rd step of the MEA salary guide, **\$20,480** prorated.
- * 32. It is recommended the Board of Education approve the appointment of Lauren Taney to the position of library aide at Memorial High School (pc#620) effective December 16, 2013. She will be paid at the 1st step of the MEA salary guide, \$18,880 prorated. – District funding

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- 33. It is recommended the Board of Education approve the temporary appointment of Andrea Riegel to the position of part-time classroom aide at Holly Heights School (pc#1166) effective September 6, 2013. She will be paid \$31.50 per day for 3 ½ hours per day. – District funding
- 34. It is recommended the Board of Education approve the temporary appointment of Nicole Durham to the position of part-time classroom aide at Holly Heights School effective January 2, 2014. She will be paid \$31.50 per day for 3 ½ hours per day. – District funding

Appointments (cont.)

35. It is recommended the Board of Education approve eight additional hours for Bob Bonham, at Rieck Avenue School to provide security coverage for parent conferences. He will be paid \$10 per hour. – District funding
36. It is recommended the Board of Education approve the appointment of Kimberly Gallagher to provide occupational therapy services to student no. 24821, who is placed out of district. She will be paid at the hourly rate of \$30 for two hours per week for the remainder of the school year. – District funding
37. It is recommended the Board of Education approve the appointment of staff for the 21st Century elementary after-school program as indicated in the back up. – 21st Century Grant funding
38. It is recommended the Board of Education approve the appointment of Dwayne Hendricks to the position of one-to-one paraprofessional at Silver Run School (pc#10110) effective December 2, 2013. He will be paid at the 1st step of the MEA salary guide, \$18,880 prorated. – District Funding
39. It is recommended the Board of Education approve the appointment of Steven Price to the position of principal at Lakeside Middle School effective January 1, 2014. He will be paid at the 7th step of the MAA contract, \$124,574 prorated (to be adjusted when MAA contract is settled). – District Funding

Termination – As Recommended by the Superintendent

40. It is recommended the Board of Education approve the termination of employee no. 1642 due to relocation effective December 16, 2013.

Co-Curricular Appointments – As Recommended by the Superintendent

- * 41. It is recommended the Board of Education approve the list of co-curricular appointments as indicated in the back up.

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Bids – As Recommended by the Superintendent

- 42. It is recommended the Board of Education approve the following bid award:

Quote 501M (homeless route) awarded to:

1 passenger van to transport homeless students to and from various locations in Williamstown, Franklinville and East Vineland to their respective schools at Wood School, Rieck Avenue School and Lakeside Middle School in Millville, New Jersey.

\$300/van per diem x **61** days = \$38,700
Increase/decrease per mile is \$1.50

**As needed and/or until bid threshold is reached

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Budgetary Transfers – As Recommended by the Superintendent

- * 43. It is recommended the Board of Education approve the budgetary transfers for the month of October, 2013.

**Board of Education's Monthly Certification – As Recommended by
The Superintendent**

- * 44. It is recommended the Board of Education officially certify pursuant to NJAC 6:20-2:13(e) that as of October 31, 2013 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**

- * 45. It is recommended the Board of Education approve the Board Secretary's monthly certification of budgetary line item status for October 31, 2013.

Balance Sheet Reports – As Recommended by the Superintendent

- * 46. 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 October 31, 2013.

43-46 All