

**MILLVILLE**  
**BOARD OF EDUCATION**  
**AGENDA**  
**DECEMBER 8, 2014**

MILLVILLE BOARD OF EDUCATION  
MILLVILLE, NEW JERSEY  
DECEMBER 8, 2014  
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 Joe Pepitone
  - g. Shared Services Committee Charles Flickinger
  - 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. 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 acknowledge the attached 2013-14 audit recommendations and approve recommendations attached:

Finding 2014-1

One employee who verbally resigned as of June 30, 2013, was paid for months during FY14 and not realized until late in the subsequent fiscal year. In addition, the unpaid accrued sick time related to a retired food service director was not included in the year end compensated absence payable.

Finding 2014-2

Based upon our testing of district expenditures, we identified two expenditures exceeding \$20,000 which were charged to the wrong budget line.

Finding 2014-3

A District employee expended \$600 for six gift cards at a local toy store in order to utilize 21<sup>st</sup> Century Community Learning Center grant funds prior to the end of the grant period. District approval of the grant charges was made prior to incurring the actual expenditures, and the detail of expenses on the store receipt was not sufficiently reviewed.

Finding 2014-4

Year-end Latchkey accounts receivable were not accurately or timely provided to the finance office.

- \*4 It is recommended the Board of Education approve the submission of the Career & Technical Education Health & Safety Plan 2014 to the New Jersey Department of Education.
- \*5 It is recommended the Board of Education approve the Memorandum of Understanding to establish and acknowledge a formal partnership agreement with Family Strengthening Network.

## **SUPERINTENDENT'S REPORT**

**December 8, 2014**

### **General (cont'd)**

- \*6 It is recommended the Board of Education approve the first payment of boiler stipends for 2014-15 as indicated in the backup.
- \*7 It is recommended the Board of Education approve creating a position for a Full-time, Permanent Security Aide at Memorial. – District funding
- \*8 It is recommended the Board of Education approve creating two positions for Curriculum Writing – Career Technology Education at Millville Senior High School. Each position will be for 3 weeks, 3 days per week, 3 hours per day at the MEA hourly rate of \$30, not to exceed 27 hours per position. – Perkins Grant funding
- \*9 It is recommended the Board of Education approve creating a position for a Part-time, Temporary Coach/Trainer of Teachers/Parapros for the district. The position will be paid at the MEA hourly rate, not to exceed 20 hours per week.
- \*10 It is recommended the Board of Education approve the acceptance of a donation of eleven pallets of items valued at \$27,800 from the Macalaster Bicknell Company of New Jersey for use in the science and engineering classes at Memorial High School and Millville Senior High School.

### **1-10 ALL**

- 11 It is recommended the Board of Education approve a clinical practicum for Kristin Jablonski, a graduate student in the Distance Learning Master's Degree Program in Communication Disorders & Sciences from California State University, Northridge. The practicum will run from January 20 – May 8, 2015 for a total of 75 hours. She will be placed with Melissa Flynn (secondary Speech/Language Pathologist) at Lakeside Middle School.
- 12 It is recommended the Board of Education approve creating a position for a Part-time, Temporary One-to-One Paraprofessional for student #21349. The position will be paid at the MEA hourly rate for 15 weeks, 1.5 hours per day, not to exceed 85 total hours. – IDEA Basic funding

**SUPERINTENDENT'S REPORT****December 8, 2014****General (cont'd)**

- 13 It is recommended the Board of Education approve creating one additional position (for a total of 4) for Facilitators for Bilingual Family Learning Series at Lakeside. The additional position will be for 8 weeks, 1 day per week, 2.5 hours per day at the MEA hourly rate of \$30, not to exceed \$600. – Title III funding
- 14 It is recommended the Board of Education approve up to three additional hours to Karin Mosley for providing emergency child care for an Out-of-District Classified student needing supervision when no parent was home to receive him from the school bus. She will be paid at the hourly rate of \$12. – IDEA Basic funding
- 15 It is recommended the Board of Education approve creating a position for DARE to be Fit Winter Advisor at Bacon School. The position will be for 1 day per week, 1 hour per day from October 2014 through February 2015 at the MEA rate. – District funding
- 16 It is recommended the Board of Education approve creating a position for DARE to be Fit Spring Advisor at Bacon School. The position will be for 1 day per week, 1 hour per day from March through May 2015 at the MEA rate. – District funding
- 17 It is recommended the Board of Education approve 7.75 additional hours for Robert Bonham, part-time security aide at Rieck Avenue for parent conferences. – District funding
- 18 It is recommended the Board of Education approve creating ten positions for Before School Language Arts and Math Club at Rieck Avenue to be effective January 5, 2015. Each position will be for 12 weeks, 2 days per week, 1 hour per day at the MEA hourly rate of \$30. – District funding

**Leave of Absence- As Recommended by the Superintendent**

- 19 It is recommended the Board of Education approve the partially paid medical leave of absence for employee #1039 from December 1, 2014 to March 1, 2015 (or before) utilizing the Family Medical Leave Act.

**SUPERINTENDENT'S REPORT**  
**Leave of Absence(cont'd)**

**December 8, 2014**

- 20 It is recommended the Board of Education approve the unpaid, intermittent medical leave of absence for employee #4258 beginning November 17, 2014 utilizing the Family Medical Leave Act.
- 21 It is recommended the Board of Education approve the extension of unpaid medical leave of absence for employee #2711 to December 15, 2014 utilizing the Family Medical Leave Act.
- 22 It is recommended the Board of Education approve the paid medical leave of absence for employee #1256 effective December 2 to December 20, 2014 utilizing the Family Medical Leave Act.

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- \*23 It is recommended the Board of Education approve the paid medical leave of absence for employee #308 from December 1, 2014 to January 5, 2015 utilizing the Family Medical Leave Act.
- \*24 It is recommended the Board of Education approve the paid medical leave of absence for employee #6209 effective December 8, 2014 to January 12, 2015 utilizing the Family Medical Leave Act.

**Resignations**

- \*25 It is recommended the Board of Education approve the resignation of Anthony DiPietro from his position as Teacher of Business (pc #682) at Memorial effective January 4, 2015.

23-25 ALL

- 26 It is recommended the Board of Education approve the resignation of Joann Perez from her positions as part-time paraprofessional at Holly Heights and School Age Child Care Supervisor at Wood School effective December 1, 2014.

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## **SUPERINTENDENT'S REPORT**

**December 8, 2014**

### **Transfers**

- \*27 It is recommended the Board of Education approve the transfer of Kelly Davis from her position as Kindergarten Teacher (pc #171) at Wood School to Teacher of Gifted & Talented (pc #152) for the District effective January 5, 2015.

### **Appointments**

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

- \*28 It is recommended the Board of Education approve the list of substitutes as indicated in the backup.
- \*29 It is recommended the Board of Education approve the appointment of the following staff as home instructors for 2014-15:

Sally Blizzard      Magali Lopez      Dana Mauro

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

- \*30 It is recommended the Board of Education approve the appointment of Steven Kohansky to the position of Security Aide (pc #84) at MSHS effective December 9, 2014. He will be paid at the 2<sup>nd</sup> step of the MEA salary guide, \$20,437. – District funding
- \*31 It is recommended the Board of Education approve the appointment of Cora Whilden to the position of Secretary 12A-Special Service (pc #544) at the Culver Center effective January 1, 2015. She will be paid at 11<sup>th</sup> step of the MEA salary guide, \$35,728 +\$50.00(credits) = \$35,778 (pro-rated). – District funding
- \*32 It is recommended the Board of Education approve the appointment of Ryan Malone to the position of Computer Technician (pc #520) for the District effective December 1, 2014. He will be paid at the 1<sup>st</sup> step of the MEA salary guide, \$36,054 +\$200(credits) = \$36,254 (pro-rated). – District funding
- \*33 It is recommended the Board of Education approve the appointment of Melanie Errickson to the position of TSA Advisor for Memorial/MSHS. She will be paid for 1 day per week, 1 hour per day at the MEA hourly rate of \$30, not to exceed \$1,500. – Perkins Grant funding

**SUPERINTENDENT'S REPORT**

**December 8, 2014**

**Appointments (cont'd)**

- \*34 It is recommended the Board of Education approve the appointment of Joanne Smith to the temporary position of English Teacher at Millville Senior High School effective January 5 to April 13, 2015. She will be paid at the 1<sup>st</sup> step of the MEA salary guide (BA+10), \$48,583 (pro-rated). – District funding
- \*35 It is recommended the Board of Education approve the appointment of the following staff to the position of High School Math Tutor at Memorial:

Amy Benfer

Cindy Simione

They will be paid for 30 weeks, 2 days per week, 1 hour per day at the MEA hourly rate of \$30. – Title IIA funding

**27-35 ALL**

- 36 It is recommended the Board of Education approve the appointment of Heather Basse to the position of Middle School Math Tutor at Lakeside. She will be paid for 30 weeks, 2 days per week, 1 hour per day at the MEA hourly rate of \$30. – Title IIA funding
- 37 It is recommended the Board of Education approve the appointment of Marcella Greene to the position of School Age Child Care AM Supervisor at Wood School. She will be paid for 5 days per week, 5 hours per day at the hourly rate of \$10.73. – Latchkey funding
- 38 It is recommended the Board of Education approve the appointment of Marget Interlante to the position of Full-time Cafeteria Worker (pc #363) at Silver Run School effective January 5, 2015. She will be paid for 5 hours per day at the MEA hourly rate of \$12.88. – District funding
- 39 It is recommended the Board of Education approve the appointment of Melissa Sorantino to the position of Part-time Cafeteria Worker (pc #77) at Silver Run School. She will be paid for 3 <sup>3</sup>/<sub>4</sub> hours per day at the MEA hourly rate of \$12.88. – District funding

**SUPERINTENDENT'S REPORT**

**December 8, 2014**

**Appointments – (cont'd)**

- 40 It is recommended the Board of Education approve the appointment of Betsy Dutton to the position of 21<sup>st</sup> Century Elementary Aide. She will be paid for 5 days per week, 3-7 hours per day at the hourly rate of \$9.50. – 21<sup>st</sup> Century funding
- 41 It is recommended the Board of Education approve the appointment of Melissa Colon to the position of Facilitator for Bilingual Family Learning Series at Lakeside. She will be paid for 8 weeks, 1 day per week, 2.5 hours per day at the MEA hourly rate of \$30, not to exceed \$600. – Title III funding
- 42 It is recommended the Board of Education approve the appointment of Paige Mason to the position of Wrap Around Instructional Aide at Child Family Center. She will be paid at the hourly rate of \$7.25. – ECP funding
- 43 It is recommended the Board of Education approve the appointment of Nancy Lokey to the position of Part-time, Temporary One-to-One Paraprofessional for Student #21349 at Memorial. She will be paid for 11 weeks, 2 days per week, 1.5 hours per day at her MEA hourly rate, not to exceed 85 total hours. – IDEA Basic funding
- 44 It is recommended the Board of Education approve the appointment of Melody Allen to the position of Part-time Security Aide (pc #10145) at Holly Heights effective December 15, 2014. She will be paid for 2.5 hours per day at the hourly rate of \$10. – District funding
- 45 It is recommended the Board of Education approve the appointment of Phoebe Opanowicz to the position of Part-time Traffic Aide (pc #259) at Holly Heights effective December 16, 2014. She will be paid for 5 days per week, 2.5 hours per day at the hourly rate of \$8.25. – District funding

**Co-Curricular Appointments**

- 46 It is recommended the Board of Education approve the appointment of the following staff to Co-Curricular positions at Bacon School:

Dare to be Fit (Winter)	Dan Richter	\$1339.00
Dare to be Fit (Spring)	Kelly Bingham	\$1339.00

**SUPERINTENDENT'S REPORT**  
**Co-Curricular (cont')**

**December 8, 2014**

- 47 It is recommended the Board of Education approve the appointment of the following staff to Co-Curricular positions at Lakeside:

Head Coach Boys Basketball	Brian Hakola	\$2656.00
Head Coach Girls Basketball	Courtney Fry	\$2436.00
Head Coach Wrestling	Robert Williams	\$2436.00
Basketball Volunteer	Paul Sansalone	-----

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- \*48 It is recommended the Board of Education approve the **revised** appointment of the following staff to the shared Co-Curricular position at Millville Senior High School to replace Deron Sharp:

Assistant Coach Wrestling (shared):

Christian Varga	\$2,213.00
Chris Carney	\$2,030.50

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

- \*49 It is recommended the Board of Education approve the budgetary transfers for the month ending October 31, 2014.

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

- \*50 It is recommended the Board of Education officially certify pursuant to NJAC 6:20-2:13(e) that as of October 31, 2014 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**

- \*51 It is recommended the Board of Education approve the Board Secretary's monthly certification of budgetary line item status for October 31, 2014.

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

\*52 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, 2014.

48-52 ALL