

The Open Public Meeting of the Millville Board of Education was held in the Culver Center, located at 110 North Third Street, Millville, NJ, on Monday, December 16, 2013, at 7:00 pm.

The following were present:

Mr. Beatty	Present
Mrs. Edwards	Absent
Mr. Ennis	Present
Mr. Flickinger	Present
Mr. Herman	Present
Mrs. Johnson	Present
Mr. Pepitone	Present
Mrs. Perrelli	Present
Mr. Santiago	Present
Mr. Whilden	Present

The following were also present:

Dr. David Gentile, Superintendent
Mr. Bryce Kell, Board Secretary
Mr. Steve Burke, Asst. Superintendent of Personnel & Assessment
Dr. Pamela Moore, Asst. Superintendent Curriculum
Mr. Arnold Robinson, Solicitor

President's Statement

The Open Public Meeting was called to order at 7:00 pm by President Herman, and he read a statement as to the time and place of the meeting, as set forth in the "Open Public Meeting Act", (copy attached).

Mr. Herman announced that Item #39 is being withdrawn from the agenda.

He also announced that this is Mike Santiago and David Ennis' last meeting. He wished them well in their positions with the City.

Minutes

The minutes of the Open Public Meeting of November 4, 2013, and the Open Public Meeting of November 18, 2013 were reviewed. Mr. Whilden made a motion that the Board approve the minutes as reviewed. The motion was seconded by Mr. Flickinger, and carried by a unanimous voice vote by all board members.

Committee Meetings

Finance Committee

Mike Beatty reported on the meeting held tonight where the 3 year budget projection was discussed. He also discussed the health insurance renewal with an 8.47% increase. He said our rates are slightly higher than the state health benefits, but the HIF assessments make it cheaper to stay.

Mr. Beatty also reviewed the audit findings that are on the agenda for approval. He also reported that we recently sold our solar SREC's that were generated since the installation of the solar fields in June 2012.

Facilities Committee

Mike Beatty reported on the meeting held tonight. The five oldest work orders were reviewed and Mike updated the Board on the high school project. He also mentioned that Toolbox ministries will be using our facilities this summer while they are here to help fix homes in Millville.

Professional Review Committee

Connie Johnson asked for support on several positions including several coaching positions, tutors, etc.

Curriculum Committee

Joe Pepitone reported that the high school is looking to add three new courses. They are Environmental Science II, SAT Strategies and Robotics I.

Mr. Kell introduced Genn Ortman from Ford Scott and Associates who reviewed the audit and the findings.

Superintendent's Report

Dr. Moore introduced Brendan Vandermark as student board member of the month.

Mr. Beatty asked Brendan what he thought the students liked most about the high school. Brendan responded that he thought the teachers are the best.

The Senior High School Madrigal singers led by Howard Raudenbush and Lou Spinelli, sang several holiday songs.

Mr. Whilden made a motion that the Board approve the following:

General – As Recommended by the Superintendent

- * 1. Approve the list of out-of-district workshops as indicated in the back up
- * 2. Approve the list of field trips as indicated in the back up.
- * 3. 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.
- 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.

Dr. Gentile read and the Board discussed the audit findings and recommendations as required in 18A:23-5.

- * 4. 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. Approve creating a position for an additional high school assistant winter track coach.

The motion was seconded by Mr. Flickinger and carried by a unanimous roll call vote by all board members.

Mr. Whilden made a motion that the Board approve the following:

- 6. 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. 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. Approve creating a position for an assistant wrestling coach at Lakeside Middle School. – Donation funding
9. 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. Approve the creation of the following club at Silver Run School:

The Monarch Club – Rebecca Wadsworth, Alyssa Robbins,
Nicole Interlante – volunteer advisors
11. 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. 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. 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. 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. 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. 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. Approve a paid medical leave of absence for employee no. 4135 from December 12 until January 21, 2014 utilizing the Family Medical Leave Act.
18. Approve a paid extension to a medical leave of absence for employee no. 1009 until February 3, 2014 utilizing the Family Medical Leave Act.

The motion was seconded by Mr. Flickinger and carried by a unanimous roll call vote by all board members.

Mr. Whilden made a motion that the Board approve the following:

- * 19. 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. 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.

The motion was seconded by Mrs. Johnson and carried by a unanimous roll call vote by all board members.

Mr. Whilden made a motion that the Board approve the following:

Resignations – As Recommended by the Superintendent

21. Approve the resignation of Jeanne Reed from her position as school nurse at the Child Family Center (pc#746) effective December 19, 2013.
22. Approve the resignation of Laketta Habersham from her position as a paraprofessional at Lakeside Middle School (pc#10141) effective December 13, 2013.
23. Approve the resignation of Michael Leek from his position as a wrap-around aide at the Child Family Center effective December 4, 2013.
24. ***ITEM PULLED FROM THE AGENDA – NOT READ OR VOTED ON:***
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.

The motion was seconded by Mr. Flickinger and carried by a unanimous roll call vote by all board members, noting that Item #24 was pulled from the agenda.

Mr. Whilden made a motion that the Board approve the following:

Retirement – As Recommended by the Superintendent

- * 25. 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. Approve the appointment of the following list of substitutes as indicated
In the back up:

Teachers	Aides
Secretaries	Custodians
Cafeteria Workers	

- * 27. 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. 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

- * 29. Approve the appointment of the following staff to the position of district AVID tutor:

Ameshia White	Jessica Pettit
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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. 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. 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. 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

The motion was seconded by Mr. Flickinger and carried by a unanimous roll call vote by all board members.

Mr. Whilden made a motion that the Board approve the following:

- 33. 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. 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
- 35. 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. 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. Approve the appointment of staff for the 21st Century elementary after-school program as indicated in the back up. – 21st Century Grant funding
- 38. 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. ***ITEM PULLED FROM THE AGENDA – NOT READ OR VOTED ON:***
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. Approve the termination of employee no. 1642 due to relocation effective December 16, 2013.

The motion was seconded by Mr. Flickinger and carried by a unanimous roll call vote by all board members, noting that Item #39 was pulled from the agenda.

Mr. Whilden made a motion that the Board approve the following:

Co-Curricular Appointments – As Recommended by the Superintendent

- * 41. Approve the list of co-curricular appointments as indicated in the back up.

The motion was seconded by Mr. Flickinger and carried by a unanimous roll call vote by all board members.

Mr. Whilden made a motion that the Board approve the following:

Bids – As Recommended by the Superintendent

42. 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

The motion was seconded by Mr. Flickinger and carried by a unanimous roll call vote by all board members.

Mr. Whilden made a motion that the Board approve the following:

Budgetary Transfers – As Recommended by the Superintendent

- * 43. Approve the budgetary transfers for the month of October, 2013.

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

- * 44. 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. 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. 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.

The motion was seconded by Mr. Flickinger and carried by a unanimous roll call vote by all board members.

Secretary’s Report

Mr. Whilden made a motion that the Board approve the following:

*The reports of the Secretary for October 2013, were ordered, received, and filed as submitted (see attached).

<u>Secretary’s Report</u>	
Receipts	\$ 48,158,339.24
Disbursements	<u>44,819,356.65</u>
Cash Balance	\$ 3,338,982.59

The motion was seconded by Mr. Flickinger and carried by a unanimous voice vote by all board members.

Communication

David Ennis announced his resignation. He thanked the everyone for the privilege of serving on the Board.

Unfinished Business

Dr. Gentile announced the passing of Kathy Sickler and the times of the service. He noted that Sheppard Bus was donating a bus to take staff to the service.

Joe Pepitone remarked that Tom Denning is retiring soon as principal of Lakeside Middle School. He was a good leader and will be missed.

New Business

Mike Beatty spoke about the School Board's Convention held in October. The theme of the conference was around the core curriculum standards and PARCC testing. Green leadership initiative was discussed in one session. The school board's role is to make sure we have the tools necessary to teach. He attended a session on what our data network needs to look like to accommodate the Common Core State Standards and PARCC testing. Another session discussed the State taking away portions of state aid if attendance falls. The average daily attendance is important, and different ways to improve attendance was discussed.

Payment of Bills

Mrs. Johnson made a motion that the Board approve the following:

- Bill list for December 16, 2013 amounting to \$3,755,945.99 was received and filed with payment to be made when funds are made available and invoices properly attested (see attached).
- Cafeteria Bill List for December 16, 2013 amounting to \$99,582.93 were received and filed with payment to be made when funds are made available and invoices properly attested (see attached).

The motion was seconded by Mr. Whilden and carried by a unanimous roll call vote by all board members.

Hearing of the Delegation

Paul Sansalone, Brian Hakola, Megan Balinge and Sean Thom from Lakeside all addressed the Board regarding the process and candidate selection of the Lakeside principal.

Adjournment

Mr. Whilden made a motion that the Board adjourn the meeting at 8:52 p.m. The motion was seconded by Mr. Flickinger and carried by a unanimous voice vote by all board members.



A handwritten signature in blue ink, appearing to read "Bryce Kell", is written over a horizontal line.

Bryce Kell, Board Secretary

December 16, 2013