

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, June 6, 2016, at 7:00 pm.

The following were present:

Mr. Beatty	Present
Miss Bucci	Present
Mrs. Carty	Present
Mr. Donato	Absent
Mr. Flickinger	Present
Mrs. Johnson	Present
Mr. McQuade	Present
Mr. Pepitone	Present
Mrs. Perrelli	Present
Mrs. Santiago	Present

The following were also present:

Dr. David Gentile, Superintendent  
Mr. Bryce Kell, Board Secretary  
Dr. Pamela Moore, Assistant Superintendent Curriculum  
Mrs. Donna Meyers, Assistant Superintendent Human Resources  
Mr. Arnold Robinson, Solicitor

### **President's Statement**

The Open Public Meeting was called to order at 7:00 pm by President Flickinger, 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). He then conducted the Pledge of Allegiance.

### **Minutes**

The minutes of the Open Public Meeting of May 9, 2016; the minutes of the public hearing of May 9, 2016; the minutes of the Open Public Meeting of May 23, 2016; and the minutes of the student discipline appeal were reviewed. Mr. Beatty made a motion that the Board approve the minutes as reviewed. The motion was seconded by Mrs. Johnson, and carried by a unanimous voice vote by all board members.

### **Committee Reports**

#### **Facilities Committee**

Mr. Beatty commented on Item #4 where we need to borrow money due to the delay in state aid. He also asked for support in Item #5 where we need to reserve some funds for the renovations to

the high school. The SDA is ready to go out for bids to contract with a design builder. Some discussion ensued as to how and what is happening in phase one.

#### Professional Review Committee

Mr. Pepitone reported on a position for the creation of a guidance position.

#### Legal Committee

Mr. Robinson gave an update to three pieces of pending legislation regarding the leasing of empty schools to charter schools, video surveillance equipment, and a child abuse registry.

#### **Superintendent's Report**

Dr. Gentile thanked Vicky Charlesworth and Chris Finney for the decorations and their work on the retirement recognition ceremony.

Stephanie DeRose, JoAnn Burns, Lynn Tyska, Spike Cook, Eric Reissek and Nora Zielinski presented their respective retirees.

Miss Bucci made a motion that the Board go into closed session at 8:03 pm to discuss a personnel matter. The motion was seconded by Mrs. Santiago and carried by a unanimous voice vote by all board members.

Mr. Pepitone made a motion that the Board return to open session. The motion was seconded by Mrs. Santiago and carried by a unanimous voice vote by all board members.

Mr. Pepitone 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 backup.
- \*2 Approve the list of field trips as indicated in the backup.
- \*3 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 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 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 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 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 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.
- \*10 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 Approve the payment of Boiler License stipends for 2015-2016 as indicated in the backup. – District funding
- \*12 Approve creating a position for Executive Director of Guidance K-12 for the District effective July 1, 2016.
- \*13 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 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

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

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

- 15 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.
- 16 Approve payment of up to three hours to Nicole Interlante to accompany Student #30395 to the 5<sup>th</sup> 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 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 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 Approve the extension of a paid medical leave of absence for employee #602 to August 1, 2016.

### Retirement

- 20 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 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 10<sup>th</sup> 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

- 22 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 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 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 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

- 26 Approve the appointment of the following staff to the shared position of 21<sup>st</sup> 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. – 21<sup>st</sup> Century Grant funding

- 27 Approve the appointment of staff to the positions of 21<sup>st</sup> Century Elementary Site Coordinators/Teacher(s) and 21<sup>st</sup> 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. – 21<sup>st</sup> Century grant funding

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

Miss Bucci made a motion that the Board approve the following:

- \*28 Approve the appointment of the following staff to the position of Summer Curriculum Writing – CTE:

Shawn Jenkins	Aaron Righter	Jamie Burrows
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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 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

- \*30 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 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 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

### **Transfer**

- \*33 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 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 Approve the budgetary transfers for the month ending April 30, 2016.

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

- \*36 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 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 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.

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

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

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

- \*1. Board Secretary  
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:  
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  
Appoint Garrison Architects to the position of Architect for the 2016-2017 school year.

\*4. Board Accountant/Auditor

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

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.

\*6 Board Labor Counsel

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

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

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 \$12,000 and \$180 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

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

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

Appoint Allen Associates as the health insurance broker of record for the 2016-2017 school year.

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

Appoint Reeves & Melvin as the property & casualty and workman's compensation insurance broker of record for the 2016-2017 school year.

\*13 Third Party 403B Administrator

Appoint The Omni Group as the Third Party 403B Administrator.

\*14 403B Tax Shelter Annuity Companies

Approve the attached list of 403B Tax Shelter Annuity Companies.

\*15 Third Party 125 Plan Administrator

Appoint Aflac as the Third Party 125 Plan Administrator.

\*16 Assistant Board Secretaries

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

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

Appoint Nora Zielinski and Ryan Cruzan as the 504 Coordinators for the 2016-2017 school year.

\*19 Public Agency Compliance Officer

Appoint Toni Basich as the Public Agency Compliance Officer for the 2016-2017 school year.

\*20 Integrated Pest Management (IPM) Coordinator

Appoint Ryan Cruzan as the District IPM Coordinator for the 2016-2017 school year.

\*21 Asbestos Hazard Emergency Response Act (AHERA) Coordinator

Appoint Ryan Cruzan as the AHERA Coordinator for the 2016-2017 school year.

\*22 Custodian of Government Records

Appoint Bryce Kell as the Custodian of Government Records for the 2016-2017 school year.

\*23 District Homeless Liaison

Appoint Jaime Sutton as the District Homeless Liaison for the 2016-2017 school year.

\*24 District Anti-Bullying Coordinator

Appoint Bob Cirocco as the District Anti-Bullying Coordinator for the 2016-2017 school year in accordance with NJSA 18A:37-15©.

\*25 Crisis Management Plan

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

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

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

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.

\*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

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

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

Approve the present Board Policies for the 2016-2017 school year, subject to revision.

\*33 Administrative Procedures

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

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

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

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

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

The motion was seconded by Mrs. Santiago and carried by the following roll call vote:

Mr. Beatty	Yes
Miss Bucci	Yes
Mrs. Carty	Yes
Mr. Donato	Yes
Mr. Flickinger	Yes
Mrs. Johnson	Yes
Mr. McQuade	Yes
Mr. Pepitone	Yes
Mrs. Perrelli	Yes – Abstain #23
Mrs. Santiago	Yes

### **Secretary's Report**

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

\*The reports of the Secretary for April 2016, were ordered, received, and filed as submitted (see attached).

<u>Secretary's Report – April 2016</u>	
Receipts	\$ 142,290,986.18
Disbursements	<u>132,956,619.95</u>
Cash Balance	\$ 9,334,366.24

The motion was seconded by Mrs. Santiago and carried by a unanimous voice vote by all board members.

### **Unfinished Business**

Mr. Beatty talked about the chain at the Lakeside entrance. He stated that the police are trying to educate the public before ticketing anyone. Dr. Gentile commented that he would follow up to make sure the chains are in place.

### **Public Hearing**

Kevin Asselta asked if the \$1,000,000 for the maintenance reserve is all that is needed or do we need more? Mr. Beatty responded that we don't know all of the costs yet, and the funds may be used for other things as well.

Mr. Asselta also asked about the guidance position, and if it is an additional position. Mr. Pepitone responded that it will be a combined position of two existing positions.

**Adjournment**

Mr. Pepitone made a motion that the Board adjourn the meeting at 8:34 p.m. The motion was seconded by Mrs. Santiago and carried by a unanimous voice vote by all board members.



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Bryce Kell, Board Secretary

June 6, 2016