

MILLVILLE
BOARD OF EDUCATION
AGENDA
MAY 8, 2017

MILLVILLE BOARD OF EDUCATION
MILLVILLE, NEW JERSEY
MAY 8, 2017
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 Brianna Wilson
 - b. Community Relations Committee Robert McQuade
 - c. Facilities Committee Mike Beatty
 - d. Professional Review Committee Connie Johnson
 - e. Policy Committee Mike Whilden
 - f. Curriculum Committee Bruce Cooper
 - g. Shared Services Committee Joe Pepitone
 - 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.
Presentation: AVID
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 the District's summer 4 day work week program from June 19, 2017 through August 25, 2017 as indicated in the backup.
- *4 It is recommended the Board of Education approve the 2017-2018 Hourly/Daily Rates as indicated in the backup.
- *5 It is recommended the Board of Education approve the job description for Professional Development Specialist.
- *6 It is recommended the Board of Education approve Resolution No. 1182 authorizing the District to submit the revised schematic designs for the renovations to Millville Senior High School to the NJ Department of Education.
- *7 It is recommended the Board of Education approve sending a maximum of 8 participants representing Lakeside, Memorial, and Millville Senior High School to the National AVID Summer Institute, July 17 – July 19, 2017 in Philadelphia, PA to meet the needs of our expanding AVID program. The cost is not to exceed \$6,469.40 which will be paid from building and district professional development funds.
- *8 It is recommended the Board of Education approve the contract with Plymouth Rock Energy to provide all natural gas for 24 months beginning November 1, 2017 through November 1, 2019 at a fixed rate of \$0.5173/therm.
- *9 It is recommended the Board of Education approve Resolution 1180 indicating the monthly allocation of monies for the 2017-18 school budget from the City of Millville.
- *10 It is recommended the Board of Education approve a proposal for continued policy consultation services with Business & Communications Strategies, LLC. The retainer for the 2017-18 school year is \$500. – District funding

SUPERINTENDENT'S REPORT

May 8, 2017

General – cont'd

- *11 It is recommended the Board of Education approve the reports for bus evacuation drills which were held in April 2017 in accordance with N.J.A.C. 6A:27-11.2(d).
- *12 It is recommended the Board of Education approve the grant application to the Voya Financial Corporation for their *Unsung Heroes Program* that provides grants for innovative educational projects. The application is in the amount of \$2,000 to continue the Veteran Interview Project. The grant term will be determined by the funder.
- *13 It is recommended the Board of Education approve an Affiliation Site Agreement with the University of Scranton for the placement of practicum students enrolled at the University for a period of three years.
- *14 It is recommended the Board of Education approve a District Supervised Field Experience for Ashleigh Udalovas enrolled in Montclair State University's Master of Arts in Educational Leadership Program from May 15, 2017 through August 2, 2017 under the supervision of Dr. Pamela Moore at no cost to the district.
- *15 It is recommended the Board of Education approve a Summer Externship for Learning Disability Teacher-Consultant (LDT-C) Susan Redfield enrolled at Rowan University from June 28, 2016 through August 10, 2017 under the supervision of Denni Foster, Millville LDT-C at no cost to the district.
- *16 It is recommended the Board of Education approve a summer shadowing experience for Brooke Muhlbaier who is enrolled at Penn State Brandywine Campus in the Physical Therapy Program. She will be under the supervision of Kim Reis at no cost to the district.
- *17 It is recommended the Board of Education approve creating 33 positions for Learning and Technology Showcase Presenters for a Community/Parent Event scheduled for May 11, 2017 at Holly Heights. Staff will be paid at the MEA hourly rate of \$31 for three hours each. – Title 1 funding

SUPERINTENDENT'S REPORT

May 8, 2017

General – cont'd

- *18 It is recommended the Board of Education approve creating three positions for Professional Development Specialist for the district effective September 1, 2017. Staff will be paid per the MEA contract.
- *19 It is recommended the Board of Education approve creating 11 positions for Grade 8-9 Transition – Parent Training for a program scheduled for May 25, 2017 at Lakeside Middle School. Staff will be paid at the MEA hourly rate of \$31, not to exceed two hours each. – IDEA Basic funding

1-19 ALL

- 20 It is recommended the Board of Education approve creating 12 positions for Grade 5-6 Transition – Parent Training for a program scheduled for May 16, 2017 at Lakeside Middle School. Staff will be paid at the MEA hourly rate of \$31, not to exceed two hours each. – IDEA Basic funding
- 21 It is recommended the Board of Education approve creating positions for 21st Century Middle School Site Coordinator/Teachers effective July 1, 2017 through June 30, 2018. Staff will be paid at the MEA hourly rate of \$31 for up to five days per week, one to seven hours per day during the 2017-18 school year and up to 20 hours per teacher for summer professional development and up to 31 hours per coordinator for summer professional development. – 21st CCLC Grant funding
- 22 It is recommended the Board of Education approve creating positions for 21st Century Middle School Program Aides effective July 1, 2017 through June 30, 2018. Staff will be paid at the MEA hourly rate of (9.50 for up to five days per week, three to seven hours per day during the 2017-18 school year and at the MEA hourly rate of \$14 for up to 20 hours per staff member for summer professional development. – 21st CCLC Grant funding
- 23 It is recommended the Board of Education approve creating a position for 21st Century Elementary Grant Data Input effective July 1, 2017 through June 30, 2018. The position will be paid for 52 weeks, five days per week, one to two hours per day. – 21st Century Grant funding

SUPERINTENDENT'S REPORT

May 8, 2017

General – cont'd

- 24 It is recommended the Board of Education approve creating a position for 21st Century Elementary Project Director – Summer. The position will be for six weeks, five days per week, seven hours per day. – 21st Century grant funding
- 25 It is recommended the Board of Education approve creating six positions for Master Teacher/PIRT Summer Work-School Year Preparation at Child Family Center. Staff will be paid at the MEA hourly rate of \$31 for three days, up to six hours per day not to exceed 108 total hours. – ECP funding
- 26 It is recommended the Board of Education approve creating two positions for Licensed Counseling Social Worker at Lakeside effective September 1, 2017. Staff will be paid per the MEA contract.
- 27 It is recommended the Board of Education approve an Administrative Internship placement for Matthew Slater enrolled in the University of Scranton under the supervision of Arlene Jenkins at Mount Pleasant Elementary School at no cost to the district.

Resignations and Retirements

- 28 It is recommended the Board of Education approve the resignation of Ednelly Martinez from the position of Wrap Supervisor at Child Family Center effective June 30, 2017.
- 29 It is recommended the Board of Education approve the resignation of Marion Oille from the position of Latch Key Worker effective April 1, 2017.
- 30 It is recommended the Board of Education approve the retirement of Cheryl Calvert from the position of Teacher Grades 1-5 (pc#64) at Rieck Avenue effective July 1, 2017.
- 31 It is recommended the Board of Education approve the retirement of Ann Ricci-Wilson from the position of Teacher of Physical Education (pc#928) at Silver Run effective June 30, 2017.
- 32 It is recommended the Board of Education approve the retirement of Michele Emery from the position of Teacher of ESL at Lakeside effective July 1, 2017.

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SUPERINTENDENT'S REPORT

May 8, 2017

Resignations and Retirements – cont'd

- *33 It is recommended the Board of Education approve the retirement of Jean Bobroski from the position of School Nurse (pc#359) at Millville Senior High effective July 1, 2017.
- *34 It is recommended the Board of Education approve the retirement of Peter Romanik from the position of Department Chair Math & Science (pc#461) at MSHS effective July 1, 2017.
- *35 It is recommended the Board of Education approve the resignation of Chadash Erwin from the position of Teacher of Special Education (pc#10047) at Millville Senior High School effective June 30, 2017.

Leave of Absence

- *36 It is recommended the Board of Education approve the extension of a partially paid medical leave of absence for employee #1802 to July 5, 2017 utilizing the Family Medical Leave Act.
- *37 It is recommended the Board of Education approve the partially paid medical leave of absence for employee #1013 from March 15 to April 28, 2017.
- *38 It is recommended the Board of Education approve the paid medical leave of absence for employee #1151 from April 24 to June 8, 2017.
- *39 It is recommended the Board of Education approve the extension of the paid medical leave of absence for employee #1290 to May 15, 2017.

33-39 ALL

- 40 It is recommended the Board of Education approve the paid medical leave of absence for employee #2489 from May 3 to June 28, 2017.
- 41 It is recommended the Board of Education approve the extension of the partially paid medical leave of absence for employee #1932 to June 30, 2017 utilizing the Family Medical Leave Act.

SUPERINTENDENT'S REPORT
Leave of Absence – cont'd

May 8, 2017

- 42 It is recommended the Board of Education approve the unpaid, intermittent medical leave of absence for employee #5806 from March 2, 2017 for up to 60 days.

Special Education

- 43 It is recommended the Board of Education approve the addendum list of special education students for out-of-district placements for the 2016-17 school year as indicated in the backup.

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.

- 44 It is recommended the Board of Education approve the appointment of Lee Seybold to work as the AM & PM Latch Key nurse for a student at Rieck Avenue School at the hourly rate of \$31. – Latch Key funding
- 45 It is recommended the Board of Education approve the appointment of the following staff to the position of Wrap Around Instructional Aide and Substitutes at Child Family Center effective May 9, 2017:

Alyssa Bennett – Adult Substitute
Kristine Martin – Adult Substitute

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

- 46 It is recommended the Board of Education approve the appointment of the following staff to the positions of Grade 5-6 Transition – Parent Training on May 16, 2017:

Carol Ciccio	Patrecia Schwailik	Jeffrey Young
Jason Pereira	Amanda Wichnick	Stacy McCafferty
Lida Stroup	Jennifer Todd	Martin Kavanagh, Jr.
Denni Foster	Charlotte Richardson	

Staff will be paid at the MEA hourly rate of \$31 not to exceed two hours each. – IDEA Basic funding

SUPERINTENDENT'S REPORT

May 8, 2017

Appointments – cont'd

47 It is recommended the Board of Education approve the appointment of Nancy Quay to the position of 21st Century Elementary Project Director – Summer effective June 21, 2017. She will be paid at her per diem rate for six weeks, five days per week, up to seven hours per day. – 21st Century Grant funding

48 It is recommended the Board of Education approve the appointment of the following staff to the shared position of 21st Century Elementary Grant Data Input effective July 1, 2017 through June 30, 2018:

Lisa Discepola Vicky Charlesworth

Staff will be paid at their per diem rate. – 21st Century Grant funding

49 It is recommended the Board of Education approve the appointment of Jessica Heim to the Summer Program position of Lakeside Art Club effective July 10, 2017. She will be paid at the MEA hourly rate of \$31 for six weeks, four days per week, up to three hours per day. – District funding

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*50 It is recommended the Board of Education approve the appointment of the following staff to the position of Learning and Technology Showcase effective May 11, 2017 at Holly Heights:

Ashley Bartholomew	Lisa Baskow	Rebecca Benson
Gerald Bruman	Jamie Burrows	Robin Carman
Derek Clarke	Lauren Daigle	Amanda DeVita
Alicia Discepola	Justin Dodge	Samantha Elwell
Melanie Errickson	Meg Finney	Courtney Fry
Sarah Fryling	Edward Gant	Stacey Gant
Cheryl Ismail	Shawn Jenkins	Christina Kelley
Wallace Maines	James McCarthy	Jennifer Morrow
Larry Perry	Danielle Procopio	Aaron Righter
Robin Elliott	John Russo	Jennifer Salvati
Matthew Slater	Lisa Stahlberger	Robert Williams

Staff will be paid at the MEA hourly rate of \$31 for up to three hours each. – Title 1 funding

SUPERINTENDENT'S REPORT

May 8, 2017

Appointments – cont'd

*51 It is recommended the Board of Education approve the appointment of Bob Trivellini to the Summer Program position of Grant Coordinator Summer Work effective July 1, 2017. He will be paid at his per diem rate not to exceed six days during July and August, 2017. – District funding

*52 It is recommended the Board of Education approve the appointment of the following staff to the Summer Program position of Summer Weight Training:

Christian Varga Dennis Thomas

Staff will be paid at the 4th step of the MEA Schedule B contract, \$3,607. – District funding

*53 It is recommended the Board of Education approve the appointment of the following staff to the positions of Grade 8-9 Transition – Parent Training on May 25, 2017:

Jamie Abdill	Brenda Hoffman	Dara Nathan
Valerie Archetto	Scott Bonham	Graham Cowell
David Heck	Courtney Fry	Peter Arsenault
Katherine Pokorny	Christa Kruger	

Staff will be paid at the MEA hourly rate of \$31 not to exceed two hours each. – IDEA Basic funding

*54 It is recommended the Board of Education approve the appointment of Leigh Ann Upshaw to the position of School Social Worker (pc#468) for the District with a proposed start date of May 9, 2017. She will be paid at the 6th step of the MEA salary guide, \$52,073 (pro-rated). – District funding

*55 It is recommended the Board of Education approve the appointment of Kaitlyn Pecan to the position of Content Support Teacher for Thunderbolt Academy – Science effective March 22, 2017. She will be paid at the MEA hourly rate of \$31 for 10 weeks, one day per week, 1.75 hours per day, not to exceed \$496.00 total expenditure. – District funding

SUPERINTENDENT'S REPORT

May 8, 2017

Appointments – cont'd

- *56 It is recommended the Board of Education approve the appointment of William Branin to the position of Content Support Teacher for Thunderbolt Academy – Social Studies effective March 22, 2017. He will be paid at the MEA hourly rate of \$31 for 10 weeks, one day per week, 1.75 hours per day, not to exceed \$496.00 total expenditure. – District funding
- *57 It is recommended the Board of Education approve the appointment of Kelly McLaughlin to the position of Secretary to the Principal (pc#26) at Millville Senior High School effective July 1, 2017. She will be paid at the 19th step of the MEA 12A Secretarial Guide, \$50,918 + \$150 (credits) + \$400 (longevity) = \$51,468.00. – District funding
- *58 It is recommended the Board of Education approve the appointment of Pamela Bergman to the position of Home Instructor for 2016-17. She will be paid at the MEA hourly rate of \$31. – District funding

Transfers

- *59 It is recommended the Board of Education approve the transfer of Margaret Keefer from the position of Literacy and Instruction (pc#49) to the position of Professional Development Specialist (pc#10249) for the District effective September 1, 2017.
- *60 It is recommended the Board of Education approve the transfer of Beth Benfer from the position of Literacy and Instruction (pc#898) to the position of Professional Development Specialist (pc#10247) for the District effective September 1, 2017.
- *61 It is recommended the Board of Education approve the transfer of Justin Dodge from the position of Literacy and Instruction (pc#10172) to the position of Professional Development Specialist (pc#10248) for the District effective September 1, 2017.

Reappointments

- *62 It is recommended the Board of Education approve the reappointment of Millville Support Supervisors staff for the 2017-2018 school year.

SUPERINTENDENT'S REPORT
Reappointments – cont'd

May 8, 2017

- *63 It is recommended the Board of Education approve the reappointment of Information Technology staff for the 2017-2018 school year.
- *64 It is recommended the Board of Education approve the reappointment of Administrative staff under tenure for the 2017-2018 school year.
- *65 It is recommended the Board of Education approve the reappointment of Administrative staff acquiring tenure for the 2017-2018 school year.
- *66 It is recommended the Board of Education approve the reappointment of Administrative staff not under tenure for the 2017-2018 school year.
- *67 It is recommended the Board of Education approve the reappointment of Teaching staff under tenure for the 2017-2018 school year.
- *68 It is recommended the Board of Education approve the reappointment of Teaching staff acquiring tenure for the 2017-2018 school year.
- *69 It is recommended the Board of Education approve the reappointment of Teaching staff not under tenure for the 2017-2018 school year.
- *70 It is recommended the Board of Education approve the reappointment of Civil Service Secretarial staff for the 2017-2018 school year.
- *71 It is recommended the Board of Education approve the reappointment of Civil Service Maintenance staff for the 2017-2018 school year.
- *72 It is recommended the Board of Education approve the reappointment of Cafeteria staff for the 2017-2018 school year.
- *73 It is recommended the Board of Education approve the reappointment of Security staff for the 2017-2018 school year.

SUPERINTENDENT'S REPORT
Reappointments – cont'd

May 8, 2017

- *74 It is recommended the Board of Education approve the reappointment of full time Paraprofessional staff for the 2017-2018 school year.
- *75 It is recommended the Board of Education approve the reappointment of part time Classroom Aides for the 2017-2018 school year.

Transportation

- *76 It is recommended the Board of Education approve transportation Quote #226M (Homeless) as follows:

Sheppard Bus Company
35 Rockville Road
Bridgeton, NJ 08302

\$101.00 per diem/bus x 40 days = \$4,040.00
\$1.01 Increase/Decrease per mile

One (1) passenger bus to transport students to and from locations in Seabrook, NJ to Silver Run and Rieck Avenue schools effective April 13, 2017 until the end of the school year. – District funding

- *77 It is recommended the Board of Education approve the 2016-2017 Joint Transportation Agreement between Delsea Regional High School District and Millville Board of Education in the amount of \$14,405.00 for the transportation of a grade 11 student to Archway School. The term of the agreement is November 1, 2016 through June 30, 2017. – District funding

Bids

- *78 It is recommended the Board of Education approve the following bid award:

Bid #17-25 Replacement of Main Entrance Doors at Lakeside Middle School

South Jersey Glass & Door \$24,990.00
2732 S. West Blvd.
Vineland, NJ 08361

SUPERINTENDENT'S REPORT

May 8, 2017

Bids – cont'd

*79 It is recommended the Board of Education approve the following bid award:

<u>Bid #17-01 Medical Supplies</u>	\$12,117.46
Everything Medical	\$3,993.92
MacGill Medical & Nurse Supplies	\$ 842.77
Medco Supply Service	\$ 644.45
Moore Medical	\$3,264.07
School Health	\$ 416.33
School Nurse Supply	\$ 379.99
Henry Schein, Inc.	\$2,579.93

*80 It is recommended the Board of Education approve the following bid award:

<u>Bid #17- 13 Custodial Supplies</u>	\$ 220,505.34
Calico Industrial Supply, LLC	\$ 1,098.54
Central Poly Corporation	\$ 18,461.00
Colonial Electric Supply	\$ 871.00
Fastenal Company	\$ 417.37
Joseph Gartland, Inc.	\$ 132.50
General Chemical & Supply, Inc.	\$ 13,320.73
Hillyard	\$ 2,930.00
Indco, Inc.	\$ 57.54
Interboro Packaging Corp.	\$ 2,508.00
Penn Jersey Paper	\$ 12,905.98
South Jersey Paper	\$ 18,250.68
Staples Advantage	\$ 1,169.25
US Commodities (Co-Op)	\$ 41,946.00
Supply Works	\$ 106,373.35
Ypers, Inc.	\$ 63.40

Note: Total costs include supplies for the sending districts.

Budgetary Transfers – As Recommended by the Superintendent

*81 It is recommended the Board of Education approve the budgetary transfers for the month ending March 30, 2017.

SUPERINTENDENT'S REPORT

May 8, 2017

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

- *82 It is recommended the Board of Education officially certify pursuant to NJAC 6:20-2:13(e) that as of March 30, 2017 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

- *83 It is recommended the Board of Education approve the Board Secretary's monthly certification of budgetary line item status for March 30, 2017.

Balance Sheet Reports - As Recommended by the Superintendent

- *84 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 March 30, 2017.

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