MILLVILLE
BOARD OF EDUCATION
AGENDA
SEPTEMBER 12, 2016
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  Robert McQuade
   c. Facilities Committee  Mike Beatty
   d. Professional Review Committee  Joe Pepitone
   e. Policy Committee  Brianna Wilson
   f. Curriculum Committee  Lisa Santiago
   g. Shared Services Committee  Connie Johnson
   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 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 Memorandum of Agreement with CompleteCare Health Network Effective September 1, 2016 through August 31, 2017 to provide dental services to Millville Public School students at no cost to the district.

*3 It is recommended the Board of Education approve the revised insurance premiums for the 2016-2017 school year:

<table>
<thead>
<tr>
<th>Insurance Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers’ Compensation</td>
<td>$876,675</td>
</tr>
<tr>
<td>Multi-Peril, Umbrella, and Boiler</td>
<td>190,955</td>
</tr>
<tr>
<td>Auto</td>
<td>33,853</td>
</tr>
<tr>
<td>Bonds</td>
<td>4,882</td>
</tr>
<tr>
<td>Student Accident</td>
<td>41,515</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,147,880</strong></td>
</tr>
</tbody>
</table>

*4 It is recommended the Board of Education approve the following increase for cafeteria substitutes to be effective September 16, 2016:

Increase from $8.38 to $9.00 per hour

*5 It is recommended the Board of Education approve creating two extra-curricular positions for Skills USA Advisors – Culinary Arts at MSHS for the 2016-2017 school year. The positions will be paid at the MEA hourly rate of $31, not to exceed 40 hours per position. – Perkins 2017 funding

*6 It is recommended the Board of Education approve the following 10 hour clubs at MSHS for the 2016-2017 school year.

Technology Club Gaming Club Bible Club
Health Professionals Club GSA Club Chess Club
American Sign Language Club

Advisors will be paid at the MEA hourly rate of $31, not to exceed 10 hours each. – District funding
It is recommended the Board of Education approve creating and freezing the following Position Control Numbers:

Create PC#:
10232  Teacher of Math (Shawn Jenkins) MSHS/TBolt Academy
10233  Teacher of Music (Ryan Macken) Wood/TBolt Academy
10234  Teacher of English (Holly Capertina) MSHS/TBolt Academy
10235  Teacher of Phys Ed. (Frank Breakall) Wood/TBolt Academy
10236  School Nurse (Lee Seybold) TBolt Academy
10237  Teacher of Auto Shop (Richard Vanarsdale) MSHS
10238  School Nurse – shared MSHS/Memorial

Freeze PC#:
210    Wood
10081  MSHS
288    Alternative
999    MSHS
755    Wood
749    Alternative
673    MSHS  Teacher of Auto Shop
453    MSHS  School Nurse

It is recommended the Board of Education approve the submission of Applications for Dual Use of Educational Space and temporary instructional space to the county for the 2016-2017 school year:

MSHS – TCU’s
Bacon – rooms 7, 13A, 17, 18, 22
Wood – rooms 4, 12
Mount Pleasant – rooms 15, 21, 24
Rieck Avenue – rooms A202, A103, B105
Silver Run – rooms 106, 116, 125, 132
St. Mary’s – initial application for temporary instructional space

It is recommended the Board of Education approve travel for Mary Steinhauer-Kula to the ASCD Conference in Educational Leadership in National Harbor, MD from November 3 through November 6, 2016. The total cost should not exceed $1,305. – District funding
*10  It is recommended the Board of Education approve creating a position for Registration and Transportation Coordinator at Culver Center.

*11  It is recommended the Board of Education approve payment of the following staff salaries from the 2016-17 IDEA grant:

Amanda Schreiner  Special Services Secretary
Debra Sukinik  Supervisor, Special Education
Kathy King  LDTC, District
Aaron Lane  RR/In Class Support, MSHS
Chadash Erwin  RR/In Class Support, MSHS
Laura Craig  RR/In Class Support, MSHS
Dennis Thomas  BD Teacher, MSHS
Suzanne Brummitt  RR, Lakeside
Christine Burns  SC-SLD, Rieck
Lamar Davis  SC-SLD, Lakeside
Emily Barlas  SC-Autism, Silver
Tammy Elliott  BD-Aide, MSHS
Yvonne Stokes  R180 Aide, MSHS
Ashley Schwegel  One-to-One Aide, Lakeside
Ilya DeJesus  One-to-One Aide, Lakeside
Jonny Phillips  Autism Inclusion Aide, Silver
Angela Losaw  One-to-One Aide, Silver
Alyssa Robbins  One-to-One Aide, Lakeside
Claudia Erwin  SC-Autism Aide, Silver
Judy Finch  SC-Autism Aide, Silver
Belford Cox  SC-Autism Aide, Silver
Danielle Cosgrove  Autism Inclusion Aide, Silver
Jessica Pacana  Autism Inclusion Aide, Silver
Tammy Tozer  SLD Aide, Lakeside
Sharon McBride Wright  PSD Teacher, Child Family Center

*12  It is recommended the Board of Education approve creating two positions for Paraprofessionals for Child Care at Parent Meetings during the 2016-17 school year. Staff will be paid at the MEA hourly rate, not to exceed $960 total expenditure. – IDEA Basic funding
It is recommended the Board of Education approve Chelsea Charlesworth, a Social Work student from Stockton University, to intern at the Link program at MSHS under the guidance and supervision of Inpira Health Network from September 2016 to May 2017 at no cost to the district.

It is recommended the Board of Education approve acceptance of the Cumberland Empowerment Zone 21st Century Community Learning Centers (CCLC) grant Year 3 funding for Lakeside Middle School in the amount of $58,808 for the period September 1, 2016 through August 31, 2017.

It is recommended the Board of Education approve acceptance of the Cumberland Empowerment Zone Grant: 21CCLC Year 3 Supplemental United Way funding in the amount of $4,000 for Lakeside Middle School for the period July 1, 2016 through June 30, 2017.

It is recommended the Board of Education approve the application for $35,000 in IDEA 21CCLC supplemental funds to be used for inclusions of students with disabilities within the existing 21CCLC afterschool programs in the district. The funds must be expended by August 31, 2017 and will be used for targeted instruction and tutoring, professional development, and inclusion of students with their nondisabled peers in program activities.

It is recommended the Board of Education approve creating a position for Preschool Teacher at Child Family Center.

It is recommended the Board of Education approve creating a position for Preschool Paraprofessional at Child Family Center.

It is recommended the Board of Education approve creating a position for Child Care for Evening Parent Activities at Child Family Center. The position will be paid at the hourly rate of $9.50 for two hours during nine parent events during the 2016-2017 school year. – ECP funding

It is recommended the Board of Education approve creating a position for One to One Paraprofessional for Student #39176 at Holly Heights. – District funding
SUPERINTENDENT’S REPORT    September 12, 2016
General – cont’d

21 It is recommended the Board of Education approve creating a position for One to One Paraprofessional for Student #39048 at Rieck Avenue. – District funding

22 It is recommended the Board of Education approve creating a position for Evening Parent Activity Presenter at Child Family Center to conduct parent workshops on various dates during the 2016-2017 school year. The position will be paid at the MEA hourly rate of $31 for five hours for each workshop. – ECP funding

23 It is recommended the Board of Education approve creating a position for Part-time First Grade Aide at Rieck Avenue. – District funding

Leave of Absence

24 It is recommended the Board of Education approve the partially paid medical leave of absence for employee #5349 from August 31 to October 10, 2016 utilizing the Family Medical Leave Act.

25 It is recommended the Board of Education approve the paid medical leave of absence for employee #4676 from September 6 to October 4, 2016.

26 It is recommended the Board of Education approve the paid, intermittent medical leave of absence for employee #566 effective September 6, 2016.

27 It is recommended the Board of Education approve the paid medical leave of absence for employee #1517 from August 8 to October 31, 2016.

*28 It is recommended the Board of Education approve the paid medical leave of absence for employee #4000 from August 15 to September 12, 2016.

Retirement

*29 It is recommended the Board of Education approve the retirement of Jennifer Kirk from the position of Teacher of French (pc#1039) at Memorial effective October 1, 2016.
**SUPERINTENDENT’S REPORT**  
*September 12, 2016*

**Resignations**

*30* It is recommended the Board of Education approve the resignation of Lamont Robinson from the position of Security (pc#893) at MSHS effective August 31, 2016.

*31* It is recommended the Board of Education approve the resignation of Denise Pettit from the position of Cafeteria Worker (pc#977) at Memorial effective August 31, 2016.

*32* It is recommended the Board of Education approve the resignation of Toni Smith from the position of Paraprofessional (pc#134) at Memorial effective August 31, 2016.

28-32 ALL

*33* It is recommended the Board of Education approve the resignation of Vicki Hand from the position of Cafeteria Worker (pc#289) at Lakeside effective August 24, 2016.

*34* It is recommended the Board of Education approve the resignation of John Rilley from the position of PBIS Aide (pc#10139) at Holly Heights effective September 6, 2016.

*35* It is recommended the Board of Education approve the resignation of Kathryn Tayvinsky from the position of Cafeteria Worker (pc#94) at Rieck Avenue effective August 27, 2016.

*36* It is recommended the Board of Education approve the resignation of Briana Hill from the position of Cafeteria (pc#158) at Lakeside effective September 1, 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.

*37* It is recommended the Board of Education approve the appointment of staff to the positions of School Age Child Care Aides and Supervisors as indicated in the backup. Staff will be paid for up to five days per week, five hours per day at the hourly rates of $10.73 for Supervisors, $9.50 Adult Aides, and $8.38 Student Aides. – Latch Key funding
38 It is recommended the Board of Education approve the appointment of the following staff to the position of 21st Century Elementary Site Coordinator/Teacher effective September 13, 2016:

Denise Cooper  Christina Kelley  Lori Minklei
Andrea Dixon  Cynthia Commander

Staff will be paid at the MEA hourly rate of $31 for up to five days per week, one to seven hours per day. – 21st Century Grant funding

39 It is recommended the Board of Education approve the appointment of Kim Caulkin to the position of 21st Century Elementary Aide effective September 13, 2016 to June 2017. She will be paid at the hourly rate of $9.50 for the school year and $14 for the summer for up to five days per week, three to seven hours per day. – 21st Century grant funding

40 It is recommended the Board of Education approve the appointment of staff to the position of Wrap Around Instructional Aides and Substitutes at Child Family Center as indicated in the backup. Staff will be paid at the hourly rate of $9.50 for adults and $8.50 for students. – Wrap funding

41 It is recommended the Board of Education approve the appointment of the following staff to the position of Wrap Supervisor and Substitutes at Child Family Center:

Nelly Martinez PM  Kim Royal AM

Substitutes
Lori Buckley  Eileen Roche  Melissa Sbrana
Marlene Burkhart

Staff will be paid at the hourly rate of $10.73 during the school year and $18.50 during the summer. – Wrap funding
SUPERINTENDENT’S REPORT

September 12, 2016

Appointments – cont’d

42 It is recommended the Board of Education approve the appointment of Tracy Parr to the position of Head Custodian (pc#170) at Silver Run with a proposed start date of September 13, 2016. She will be paid at the 8th step of the BMW council 18 salary guide, $32,895 +$4,600(Head BMW) +$1,600(Black Seal) +$822.36(longevity) = $39,917.36 (pro-rated). – District funding

43 It is recommended the Board of Education approve the appointment of Nesrin Birinci to the position of Night Shift Building Maintenance Worker (pc#524) at Holly Heights effective September 13, 2016. She will be paid per the BMW Council 18 contract, $27,110 (pro-rated). – District funding

44 It is recommended the Board of Education approve the appointment of one additional staff member, Joshua Zellers, to attend the Autism Inclusion Staff Training held on August 29, 2016. He will be paid at the MEA hourly rate of $31, for up to three hours. – IDEA Basic funding

33-44 MILLVILLE

*45 It is recommended the Board of Education approve the following additional home instructors for 2016-17:

Darlene Bassetti  Andy Bingham  Steven Bowen
Danielle Tombleson  Kathy Crescenzi  Troy Galarza
Edward Gant  Melissa Green  Tiera Harden
Robert Hutchings  Rosemary Lambert  Magali Lopez
Molly McCullough  Lisa Oquendo  Eric Paulson
Lorraine Santandrea  Teonnah Thompson  Carol Coffee

Staff will be paid at the MEA hourly rate of $31. – District funding

*46 It is recommended the Board of Education approve the appointment of one additional staff member, Lamar Davis, to attend the Grade 6-12 New Co-Teachers Training held on August 30, 2016. He will be paid at the MEA hourly rate of $31, not to exceed five hours. – IDEA Basic funding

*47 It is recommended the Board of Education approve the appointment of Michael Taylor to the position of Building Maintenance Worker – Night Shift (pc#865) at MSHA effective September 13, 2016. He will be paid at the 2nd step of the BMW Council 18 salary guide, $27,860 (pro-rated). – District funding
It is recommended the Board of Education approve the appointment of the following staff to the position of TSA Advisors at MSHS and Memorial for the 2016-17 school year:

Melanie Errickson  Jamie Burrows  Gerald Bruman

Staff will be paid at the MEA hourly rate of $31, not to exceed $1,500 per position. – FY17 Perkins Grant funding

It is recommended the Board of Education approve the appointment of Troy Polhamus to the position of Maintenance Supervisor (pc#10170) for the district with a proposed start date of September 19, 2016. He will be paid per the MSSA contract, $65,000 (pro-rated). District funding

It is recommended the Board of Education approve the appointment of Lamar Yancey Sr. to the position of One-to-One Paraprofessional (pc#10110) at Memorial with a proposed start date of September 19, 2016. He will be paid at the 6th step of the MEA salary guide, $21,127 (pro-rated). District funding

**Reappointments**

It is recommended the Board of Education approve the reappointment of the following AVID tutors for the 2016-17 school year:

Rebecca Thompson  Morgan Pierce  Amanda Halloran
Jessica Rathgeb  Dana Kilroy  Brittany Huff
Marissa Sockwell  Taylor Camp  Jada Goodwin
Angelica Torres  Courtney McCarthy  Kirsten Hoffman
Christina Pompper

Staff will be paid at the hourly rate of $10, not to exceed 18 hours per week. District funding
It is recommended the Board of Education approve the reappointment of the following staff effective September 1, 2016:

Kiersten Adams - transferring from the position of Paraprofessional (pc#173) at Child Family Center to the position of Preschool Teacher (pc#113) at Child Family Center.

Jamie White - transferring from the position of Paraprofessional (pc#633) at Child Family Center to the position of Preschool Teacher (pc#794) at Child Family Center.

Lamar Davis - transferring from the position of Teacher of Grade 6-8 (pc#1032) at Alternative to the position of Teacher of Special Education (pc#10106) at Lakeside.

Keri Herdman to the position of Paraprofessional (pc#173) at Child Family Center.

Kari Silvers to the position of Paraprofessional (pc#1106) at Child Family Center.

Greta Anderson to the position of Paraprofessional (pc#10118) at Child Family Center.

It is recommended the Board of Education approve the transfer of the following staff:

Julia Araujo from the position of BD Teacher (pc#1177) at Holly Heights to the position of SLD Teacher (pc#10175) at Rieck Avenue effective September 1, 2016.

Wendi Carlon-Wolfe from the position of Nurse (pc#453) at MSHS/Memorial to the position of Nurse (pc#1024) at Silver Run effective September 1, 2016.

Amanda Wichnick from the position of SLD Teacher (pc#1206) at Lakeside to the position of ID Mild Teacher (pc#976) at Lakeside effective September 1, 2016.

Jennifer Todd from the position of RR Teacher (pc#976) at Lakeside to the position of BD Teacher (pc#1230) at Lakeside effective September 1, 2016.
*53 cont’d

Lida Stroup from the position of BD Teacher (pc#1230) at Lakeside to the position of SLD Teacher (pc#1206) at Lakeside effective September 1, 2016.

Brenda Hoffman from the position of RR Teacher (pc#33) at Memorial to the position of ID Mild Teacher (pc#10224) at Memorial effective September 1, 2016.

Nkomo Bacon from the position of Building Maintenance-Nights (pc#524) at Holly Heights to the position of Building Maintenance-Days (pc#514) at Holly Heights effective September 1, 2016.

Richard Vanarsdale from the position of Teacher of Auto Shop (pc#673) at Alternative Program to the position of Teacher of Auto Shop (pc#10237) at MSHS effective September 1, 2016.

Kelly Hughey from the position of Nurse (pc#10125) for the District to the position of Nurse (pc#10238) at MSHS and Memorial effective September 1, 2016.

Eileen Sorantino from the position of Facilities Secretary 12B (pc#853) at Culver Center to the position of Curriculum Secretary 12B (pc#811) at Culver Center effective September 13, 2016.

Zoe Maines from the position of Registration Secretary 12B (pc#789) at Culver Center to the position of District/HR Secretary 12B (pc#730) at Culver Center effective September 13, 2016.

Darlene Abbott from the position of Cafeteria Aide (pc#840) at Bacon to the position of Cafeteria Aide (pc#668) at Rieck Avenue effective September 7, 2016.

45-53 ALL

54 It is recommended the Board of Education approve the transfer of Terri Straubmuller from the position of 12B Secretary (pc#1151) at Child Family Center to the position of Full-time Paraprofessional (pc# 454) at Child Family Center with a proposed effective date of September 1, 2016. She will be paid at the 8th step of the MEA salary guide, $23,127. – ECP funding
It is recommended the Board of Education approve the salary adjustments due to credits as indicated in the backup.

Co-Curricular Appointments

It is recommended the Board of Education approve the following Fine and Performing Arts Co-Curricular/Schedule B positions:

- **Jazz Band – Lakeside**
  - Erika Zeiters
  - $2,276 (revised)

- **Vocal Director – Memorial**
  - Jennifer Moore
  - $3,004

It is recommended the Board of Education approve the resignation of Lauren Taney from the Co-Curricular/Schedule B position of Asst. Girls Soccer Coach effective August 30, 2016.

It is recommended the Board of Education approve Fred Jackson as a volunteer coach for football.

It is recommended the Board of Education approve the appointment of the following staff to Fall Co-Curricular/Schedule B positions:

- **Eric Fizur**
  - Asst. Coach Football
  - $5,098

- **Jennifer Kirk**
  - Asst. Coach Soccer
  - (pro-rated through 9/30/16) $4,145

It is recommended the Board of Education approve the appointment of staff to Co-Curricular/Schedule B positions at Silver Run for the 2016-2017 school year as indicated in the backup.

It is recommended the Board of Education approve the appointment of staff to Co-Curricular/Schedule B positions at Wood School for the 2016-2017 school year as indicated in the backup.

It is recommended the Board of Education approve the appointment of staff to Co-Curricular/Schedule B positions at Bacon School for the 2016-2017 school year as indicated in the backup.
It is recommended the Board of Education approve the appointment of staff to Co-Curricular/Schedule B positions at Lakeside for the 2016-2017 school year as indicated in the backup.

**Bids**

*64 It is recommended the Board of Education approve the following Bid Award:

RFP #16-41 Professional Development School Administrator Manager (SAM)

Foundation for Educational Administration
12 Centre Dr.
Monroe Twp., NJ 08831

$15,500 each

$46,500 total

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

*65 It is recommended the Board of Education approve the budgetary transfers for the month ending July 31, 2016.

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

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

*67 It is recommended the Board of Education approve the Board Secretary’s monthly certification of budgetary line item status for July 31, 2016.
Superintendent’s Report

September 12, 2016

Balance Sheet Reports – As Recommended by the Superintendent

68 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 July 31, 2016.

64-68 ALL