

MILLVILLE
BOARD OF EDUCATION
AGENDA
SEPTEMBER 12, 2016

MILLVILLE BOARD OF EDUCATION
MILLVILLE, NEW JERSEY
SEPTEMBER 12, 2016
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 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

SUPERINTENDENT'S REPORT

September 12, 2016

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:

Workers' Compensation	\$876,675
Multi-Peril, Umbrella, and Boiler	190,955
Auto	33,853
Bonds	4,882
Student Accident	<u>41,515</u>
	\$1,147,880

- *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

SUPERINTENDENT'S REPORT
General – Cont'd

September 12, 2016

- *7 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

- *8 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

- *9 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

SUPERINTENDENT'S REPORT

September 12, 2016

General – cont'd

*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

SUPERINTENDENT'S REPORT
General – Cont'd

September 12, 2016

- *13 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.

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- 14 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.
- 15 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.
- 16 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.
- 17 It is recommended the Board of Education approve creating a position for Preschool Teacher at Child Family Center.
- 18 It is recommended the Board of Education approve creating a position for Preschool Paraprofessional at Child Family Center.
- 19 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
- 20 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.

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- *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.

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- 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 Riley 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

SUPERINTENDENT'S REPORT
Appointments – cont'd

September 12, 2016

- 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
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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
Appointments – cont'd

September 12, 2016

- 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

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- *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 | Teonah 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

SUPERINTENDENT'S REPORT

September 12, 2016

Appointments – cont'd

- *48 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

- *49 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

- *50 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

- *51 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

SUPERINTENDENT'S REPORT
Re-Appointments – cont'd

September 12, 2016

- *52 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.

- *53 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.

SUPERINTENDENT'S REPORT
Re-appointments – cont'd

September 12, 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

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SUPERINTENDENT'S REPORT
Salary Adjustments

September 12, 2016

- *55 It is recommended the Board of Education approve the salary adjustments due to credits as indicated in the backup.

Co-Curricular Appointments

- *56 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

- *57 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.

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

- *59 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

55-59 ALL

- 60 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.
- 61 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.
- 62 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.

SUPERINTENDENT'S REPORT
Co-Curricular Appointments – cont'd

September 12, 2016

- 63 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.

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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.	\$15,500 each
Monroe Twp., NJ 08831	\$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