

SOMERS POINT BOARD OF EDUCATION
SOMERS POINT, NEW JERSEY

REGULAR BOARD OF EDUCATION MEETING

Thursday, August 16, 2018

JORDAN ROAD SCHOOL

AGENDA

1. Call to Order

Adequate notice of this meeting has been provided to two newspapers. Posted on the bulletin board of City Hall and on the doors of the three schools as required in the Open Public Meeting Act, Chapter 231, and P.L. 1975.

2. Flag Salute

3. Roll Call

K. Broomall J. Conover J. Palombo J. Panas M. Sweeder
 N. Wagner A. Zappile S. Endicott T. Fath

Others Present:

M. CarneyRay-Yoder S. Irons L. Greco

4. Public Forum

Public participation will be in accordance with District Policy #0167. Public participation will include, but not be limited to the following rules: a participant of the public will present his/her name, place of residence, and group affiliation if appropriate. Each participant will be limited to three (3) minutes per statement and the overall duration of the public comments shall not exceed 30 minutes.

5. Approval of Minutes

Resolved that the following meeting minutes be approved as presented, amended and available for release to the public upon request and according to policy:

a. Regular and Executive Meeting Minutes of the following (**Exhibit 5**)

- July 2, 2018
- July 19, 2018

K. Broomall J. Conover J. Palombo J. Panas
 M. Sweeder N. Wagner A. Zappile S. Endicott T. Fath

6. Presentation:

7. Communications/Correspondence

8. **Committee Reports**

- Student and Community Affairs Committee-Safe Routes To Schools 08/08/18

9. **Superintendent’s Report**

- a. The Board acknowledges no HIB incidents were reported for the Somers Point School District in the month of July 2018 in accordance with N.J.A.C. 6A:16-7.1.
- b. Motion to approve acknowledgement of the HIB Reports dated June 14, 2018 according to N. J. A. C. 6A:-7.1.

- K. Broomall J. Conover J. Palombo J. Panas
- M. Sweeder N. Wagner A. Zappile S. Endicott T. Fath

10. **Agreements/Applications/Contracts**

- a. ***Service Agreement- AtlantiCare Service Provider-*** Motion to approve the renewal agreement with AtlantiCare Physicians Group, P.A. for occupational medical service for the 2018/19 school year.

- K. Broomall J. Conover J. Palombo J. Panas
- M. Sweeder N. Wagner A. Zappile S. Endicott T. Fath

- b. ***Transportation Agreements- 2018/19 ESY-*** Motion to approve the *2018/19 ESY Joint Transportation Agreement(s)* as listed:

<i>Contract/Route</i>	<i>Vendor</i>	<i>Destination</i>	<i>Cost</i>
GEH18A/SP-EY	GEHRSD/INTEGRITY	Dawes Ave.	\$8,455.00
GEH18A/ACS11-EY ACS12-EY	GEHRSD/INTEGRITY	Atlantic County Special Services School District	\$16,800.00
UTES-EY	GEHRSD/JAMES	Upper Township	\$3,580.00

- K. Broomall J. Conover J. Palombo J. Panas
- M. Sweeder N. Wagner A. Zappile S. Endicott T. Fath

- c. ***GEHRSD/INTEGRITY-*** Motion to approve GEHRSD/INTEGRITY to provide transportation for field and athletic trips for the 2018/19 school year at a cost of \$348.75 for the first four hours and \$99.00 for each additional hour.

- K. Broomall J. Conover J. Palombo J. Panas
- M. Sweeder N. Wagner A. Zappile S. Endicott T. Fath

11. Curriculum

a. World Language Curriculum Grades 3-8-Motion to approve the updated World Language Curriculum for grades 3-8.*(shared with committee in google/copy ate meeting)*

- K. Broomall J. Conover J. Palombo J. Panas
- M. Sweeder N. Wagner A. Zappile S. Endicott T. Fath

b. 2018/19 School Year Textbooks-Motion to approve the 2018/19 school year list of textbooks.

- K. Broomall J. Conover J. Palombo J. Panas
- M. Sweeder N. Wagner A. Zappile S. Endicott T. Fath

12. Facilities

a. Facility Use-Motion to approve the following Use of Facility request:

<i>Group/Organization</i>	<i>Dates</i>	<i>Purpose</i>	<i>Fee/Cost</i>
J. Tostevin-Band	08/02/18	Summer Band Concert	N/C
CER	08/15/18	SMILE/CASTLE Public Registration	N/C
Foundation for Education	08/28/18-recurring Last Tuesday of the month	Monthly Meeting 18/19 SY	N/C

- K. Broomall J. Conover J. Palombo J. Panas
- M. Sweeder N. Wagner A. Zappile S. Endicott T. Fath

13. Finance

a. Out of District Professional Development-Motion to approve the out-of-district professional development travel and mileage expenses as recommended by Michelle CarneyRay-Yoder, Ed. D., Superintendent of Schools.

<i>Staff Member</i>	<i>Professional Development</i>	<i>Date</i>	<i>Location</i>	<i>Cost</i>	<i>Mileage</i>
M. CarneyRay-Yoder	All federal, state, county, local professional workshop/meetings pertaining to employment responsibilities	2018/19SY	Various	Free	Y
S. Irons	All federal, state, county , local professional workshop/meetings	2018/19SY	Various	Free	Y

	pertaining to employment responsibilities				
K. Tucker	All federal, state, county , local professional workshop/meetings pertaining to employment responsibilities	2018/19SY	Various	Free	Y
C. Supp	All federal, state, county , local professional workshop/meetings pertaining to employment responsibilities	2018/19SY	Various	Free	Y
E. Ward	All federal, state, county , local professional workshop/meetings pertaining to employment responsibilities	2018/19SY	Various	Free	Y
D. Lee	All federal, state, county , local professional workshop/meetings pertaining to employment responsibilities	2018/19SY	Various	Free	Y
A.Wagner-Fehn	All federal, state, county , local professional workshop/meetings pertaining to employment responsibilities	2018/19SY	Various	Free	Y
W. Straka	All federal, state, county , local professional workshop/meetings pertaining to employment responsibilities	2018/19SY	Various	Free	Y
E.Ward	Employee & Employer Rights and Special Education	08/09/18	Galloway, NJ	\$178	Y
M. CarneyRay-Yoder	New Superintendent's Academy	08/21/18 09/17/18 10/16/18 11/19/18 12/17/18 01/07/19 02/19/19 03/28/19 05/06/19	Trenton, NJ	as per contract agreement	Y
K. Tucker M. CarneyRay-Yoder	PL-SEA Conference	08/17/18	Linwood, NJ	Free	Y
S. Irons	Systems 3000 Presentation	08/21/18	Tinton Falls, NJ	Free	Y
S. Irons	NJ Association of Business Officials workshops	09/25/18 10/30/18 11/27/18	Mt. Laurel, NJ	\$100 Each	Y

		12/04/18 01/17/19 02/07/19 03/09/19 04/09/19			
J. Antel J. Scarano	Bullying Law Update and the Role of the ABS	09/25/18	Monroe, NJ	\$150	Y
Kim Tucker	NJ Partnership for Collaborative Learning	09/24/18	Trenton, NJ	Free	Y
Kim Tucker	NJPSA Fall Council Meeting	09/27/18	Monroe, NJ	Free	Y
J.Schmidt J. Scarano J. Klemic J. Wootton D. Laut C. Supp	NJ Bar Association workshop on Conflict Resolution	10/18/18	New Brunswick, NJ	Free	Y
Kim Tucker	NJPSA FEA Fall Conference	10/18/18 10/19/18	Long Branch, NJ	\$119	Y
E. Ward	NJPSA FEA Fall Conference	10/19/18	Long Branch, NJ	\$200	Y
B. Bullard J. Schmidt J.Scarano D. Pollock P. Zaza C. Supp	NJ Bar Association workshop on Peer Resolution	12/19/18	New Brunswick, NJ	Free	Y

- K. Broomall J. Conover J. Palombo J. Panas
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b. *Non-Public Entitlements – 2018/19 school year-* Motion to accept the following non-public funding through the NJDOE on behalf of St. Joseph’s Regional School. Appropriation of funding is monitored by Somers Point Administrative staff, following appropriate statute and code for individual initiatives:

Non-Public Nursing Aid: \$ 38,897
Non-Public Textbook Aid: 21,413
Non-Public Technology Aid: 14,436
Non-Public Security Aid: 30,075

- K. Broomall J. Conover J. Palombo J. Panas
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c. **HVAC and Miscellaneous Renovations at Jordan Road, Dawes Avenue & New York Avenue School FVHD #4800A, 4800B, 4800**-Motion to approve the following change order:

Change Order 5 Kisby-Lees Mechanical, LLC t/a Kisby Shore Corporation – Total Addition of \$21,374.00

- Dawes Ave. – furnish and install new damper actuators for (15) OA dampers \$6,874.00
- Jordan Rd. – Provide labor and material to perform roofing and installation of two roof drains \$7,000.00
- Dawes Ave. – Provide labor and material as required to incorporate revisions as described in RFI #2 \$7,500.00

K. Broomall J. Conover J. Palombo J. Panas
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d. **Settlement**-Motion to approve a settlement regarding student (997739).

K. Broomall J. Conover J. Palombo J. Panas
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e. **Donation**-Motion to accept the donation from *DEC Electrical Contractors, INC.* of the following items:

- 4 Floor Pockets
- 3 1144OC-23-50* Ellipsoidal
- 7 1143OC-15-32* Ellipsoidal
- 1 Lot-Misc. clamps & hardware
- 2 DMX JB
- 6 Ellipsoidal
- 1 Small Ellipsoidal
- 1 Lot cable ext.
- 3 Circuits
- 1 AC Unit

K. Broomall J. Conover J. Palombo J. Panas
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f. **Obsolete Equipment**-Motion to approve the disposal of obsolete equipment.

K. Broomall J. Conover J. Palombo J. Panas
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g. **Reduced Rates for Jordan Road SMILE Program**-Motion to approve the following reduced rates for the Jordan Road SMILE program for the 2018/19 school year.

20-Day Pass-\$56

5-DAY Pass-\$18

- K. Broomall J. Conover J. Palombo J. Panas
 M. Sweeder N. Wagner A. Zappile S. Endicott T. Fath

14. **Personnel**

a. **Summer Professional Development** -Motion to approve the following certified staff members to attend summer professional development at \$39/hr., funded by 2018/19 Title II as recommended by Michelle CarneyRay-Yoder, Ed. D., Superintendent of Schools.

<i>Name</i>	<i>Workshop</i>	<i>Date</i>
Julie Williams	Standard Based Grading and Assessment	08/20/18 - 8am-11am
Cris Genna Clay Smith Brenda Bullard Kelly Willett Shannon Gitsas Amy Horan-Smith Leslie Rutkowski Krystal Tardif Patty Jensen Melanie Wagner Rebekah Cowley Jen Rowe Jackie Wootton Maripat Perone Julie Williams Marge Smock Edwina Rahter Betty Levering Sue Fischer	Ready Math Training	08/28/18-8am-11am grades 3-5 12pm-3pm grades 6-8

- K. Broomall J. Conover J. Palombo J. Panas
 M. Sweeder N. Wagner A. Zappile S. Endicott T. Fath

b. **Summer Professional Development** -Motion to approve the following certified staff members to attend summer professional development at \$26/hr. , funded by 2017/18 Title I carry over and 2018/19 Title I and Title II and Title IV, as recommended by Michelle CarneyRay-Yoder, Ed. D., Superintendent of Schools.

<i>Name</i>	<i>Workshop</i>	<i>Date</i>
*Allison Hewitt (substitute for Julie Williams maternity leave)	Standard Based Grading and Assessment	08/20/18 - 8am-11am
*Allison Hewitt (substitute for Julie Williams maternity leave)	Ready Math Training	08/28/18 - 12pm-3pm

- K. Broomall J. Conover J. Palombo J. Panas
 M. Sweeder N. Wagner A. Zappile S. Endicott T. Fath

c. **Summer Curriculum Writing**-Motion to approve the following certified staff members for 3 hours of summer curriculum writing, as recommended by Michelle CarneyRay-Yoder, Ed. D., Superintendent of Schools.

<i>Name</i>	<i>Subject</i>	<i>Date</i>	<i>Rate of Pay</i>
Anna Swift	Art	08/20/18 08/21/18 08/22/18	\$39/hr.
Carlye Waniak Katie Tucker	Music	08/20/18 08/21/18 08/22/18	\$39/hr.
Mario Montenaro	Technology	08/20/18 08/21/18 08/22/18	\$39/hr.
Nicole Stanewich Robin Wolf-Smith Patty Jensen Melanie Wagner	Social Studies	08/27/18	\$39/hr.

- K. Broomall J. Conover J. Palombo J. Panas
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- d. **Unpaid Leave of Absence**-Motion to approve the following unpaid leave of absence requests as recommended by Michelle CarneyRay- Yoder, Ed.D., Superintendent of Schools.

<i>Name</i>	<i>Position/School</i>	<i>Date</i>	<i>Purpose</i>
Robin Wolf-Smith	Grade 2/DWS	10/16/18	Personal
Julie Williams	7th Grade Math/JRS	09/04/18-11/02/18	FMLA
Courtney Kappock	Special Ed. ICS/DWS	12/06/18-01/28/19	FMLA
Julia Lindsay	Preschool/NYA	01/25/19-04/26/19	FMLA
David Laut	LRC 7/8/JRS	03/13/19-03/29/18	Personal

- K. Broomall J. Conover J. Palombo J. Panas M. Sweeder
 N. Wagner A. Zappile S. Endicott T. Fath

- e. **Change In Degree Status**-Motion to approve a change in degree status for the following teachers, effective September 1, 2018 through June 30, 2019, as recommended by Michelle CarneyRay-Yoder, Ed. D., Superintendent of Schools

<i>Name</i>	<i>From-Degree /Step</i>	<i>To-Degree/Step/Salary</i>
Jennifer Rowe	MA- step 10	MA+15-step 10/\$65,762
Liz Lichtenstein	MA-step 14	MA+15 step 14/\$86,262
Jennifer Devlin	MA-step 8	MA+15 step 8/\$58,162

- K. Broomall J. Conover J. Palombo J. Panas M. Sweeder
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- f. **Long-term Substitute**-Motion to approve the following as long term substitutes for various unpaid leaves of absence for the 2018/19 school year:

<i>Name</i>	<i>Position/Staff on Leave</i>	<i>Date</i>	<i>Rate of Pay</i>
Chelsea Fortunato	Teacher/Courtney Kappock	11/05/18/-01/28/19	\$170 per diem
Allison Hewitt	Teacher/Julie Williams	09/04/18-11/05/18	\$170 per diem

- K. Broomall J. Conover J. Palombo J. Panas M. Sweeder
 N. Wagner A. Zappile S. Endicott T. Fath

g. **Revised Salary**-Motion to revise the 2018/19 annual salary of *Isabel Iannuzzelli* , part-time secretary \$19,080 step 4, effective September 1, 2018 through June 30, 2019, as recommended by Michelle CarneyRay-Yoder, Ed. D., Superintendent of Schools.

- K. Broomall J. Conover J. Palombo J. Panas M. Sweeder
- N. Wagner A. Zappile S. Endicott T. Fath

h. **Hiring of a Part-time Secretary**-Motion to approve *Sky McKinnon* as a part-time secretary (3 hrs./day) at an annual salary of \$14,312 step 1, effective September 1. 2018 through June 30, 2019, and 3 hrs./day for 5 days in August at the hourly rate of \$26.50, as recommended by as recommended by Michelle CarneyRay-Yoder, Ed. D., Superintendent of Schools. Pending a criminal history review.

- K. Broomall J. Conover J. Palombo J. Panas M. Sweeder
- N. Wagner A. Zappile S. Endicott T. Fath

i. **Hiring of a Full-Time Custodian/Maintenance**-Motion to approve *James Waniak* as a full-time custodial/maintenance worker at an annual salary of \$44,972, prorated, plus a stipend of \$500 for holding a black seal license, effective September 1, 3018 through June 30, 2019 and for 5 days in August at the hourly rate of \$21.86, as recommended by Michelle CarneyRay-Yoder, Ed. D., Superintendent of Schools.

- K. Broomall J. Conover J. Palombo J. Panas M. Sweeder
- N. Wagner A. Zappile S. Endicott T. Fath

j. **Hiring of Part-time Non-Instructional Aide**-Motion to approve the following as non-instructional aide at the hourly rate of \$11.21 step 1 (3 hrs/day), effective September 1, 2018 through June 30, 2019, as recommended by Michelle CarneyRay-Yoder, Ed. D., Superintendent of Schools.

Michelle Voce

- K. Broomall J. Conover J. Palombo J. Panas M. Sweeder
- N. Wagner A. Zappile S. Endicott T. Fath

k. **Hiring of Part-time Instructional Assistants**-Motion to approve the following part-time instructional assistants at an annual salary of \$16, 478, step 1, effective September 1,2018 through June 30, 2019, as recommended by Michelle CarneyRay-Yoder, Ed. D., Superintendent of Schools. Pending a criminal history review.

Kenneth Jensen	Anne Cooke	Kathleen Renda
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- K. Broomall J. Conover J. Palombo J. Panas M. Sweeder
- N. Wagner A. Zappile S. Endicott T. Fath

1. ***Title I Grant Positions and Stipends***-Motion to approve the following Title I Grant positions and stipends for the 2018/19 school year, as recommended by Michelle Carney-Ray-Yoder, Ed. D., Superintendent of Schools.

<i>PLC Facilitators Title I Stipend: \$1500</i>	<i>Peer Coaches Title I Stipend: \$3500</i>	<i>Mentor of Novice Teachers Appointed as needed Stipend paid by novice teacher</i>	<i>AIM Mentors Title I Stipend: \$1000</i>
Sue Castellano (pre-K)	Amy Horan-Smith (J)	Kim O'Brien	Emily Ford
Paige Loveland (K)	Emily Ford (J)	Deanna Haas	Larry Randour
Deanna Haas (1)	Melanie Wagner (D)	Robin Wolf-Smith	Krystal Tardif
Robin Wolf-Smith (2)	Patty Jensen (D)	Jen Rowe	Marge Smock
Patty Jensen (3)		Marge Smock	Josh Tostevin
Jillian Ziegler (4)		Phil Pallitto	Jen Devlin
Marge Smock (5)		Jackie Wootton	Kristie Unsworth
Amy Horan-Smith (6)		Devon Kallen	Marisa Cassaro
Dana Pollock (7)		Tiffany Unsworth	Jon Olek
Krystal Tardif (8)			Jackie Wootton
Carlye Waniak (S-D)			Liz Lichtenstein
Kim O'Brien (ESL)			Devon Kallen
Devon Kallen (S-J)			Tiffany Unsworth

<i>I & RS Jordan \$39 per hour paid for after school meetings as needed by Title I grant</i>	<i>I & RS Dawes \$39 per hour paid for after school meetings as needed by Title I grant</i>
Joe Schmidt	Joan Timmons (gen. ed.)
Kristie Unsworth (gen. ed.)	Tammi Chiarulli (special ed.)

Chrissy Quinn (special ed.)	Julie Antell
Joyce Klemic	Laura Trapani
Phil Zaza	Kaitlyn Tobiasen
	Jim Scarano
	Karlie Gruccio

- K. Broomall J. Conover J. Palombo J. Panas M. Sweeder
 N. Wagner A. Zappile S. Endicott T. Fath

m. **Extended School Year Bus Aide**-Motion to approve *Dana Powell* as a special education bus aide for the 2018/19 Extended School Year Program effective July 2, 2018 through August 2, 2018 at an hourly rate of \$15/hr., as recommended by Michelle CarneyRay-Yoder, Ed. D., Superintendent of Schools.

- K. Broomall J. Conover J. Palombo J. Panas M. Sweeder
 N. Wagner A. Zappile S. Endicott T. Fath

n. **Resignation/Retirement**-Motion to approve, with regret, the resignation/retirement of the following, as recommended by Michelle CarneyRay-Yoder, Ed. D., Superintendent of Schools.

<i>Name</i>	<i>Position/School</i>	<i>Date of Resignation /Retirement</i>	<i>Purpose</i>
Carmela Garcia	Cafeteria Aide/DWS	08/01/18	resignation

- K. Broomall J. Conover J. Palombo J. Panas M. Sweeder
 N. Wagner A. Zappile S. Endicott T. Fath

o. **Revised Schedule "B" Club Monitor Personnel and Stipends**-Motion to approve the following list of personnel and stipends for the 2018/19 school year Schedule "B" club monitor positions, effective 09/01/18 through 06/30/19, as recommended by Thomas A. Baruffi, Ed. D. Interim Superintendent of Schools.

<i>Club</i>	<i>Name</i>	<i>Stipend</i>
Dawes Ave. 2 nd -3 rd Grade Jr. Safety Patrol/Garden Club	Maripat Perone/Shannon Johansen	splitting \$2,330

- K. Broomall J. Conover J. Palombo J. Panas M. Sweeder
 N. Wagner A. Zappile S. Endicott T. Fath

p. **CER SMILE/CASTLE Staff-** Motion to approve the following as SMILE/CASTLE aides for the 2018/19 school year, effective September 1, 2018 through June 30, 2019, as recommended by Michelle CarneyRay-Yoder, Ed. D., Superintendent of Schools.

<i>Name</i>	<i>Program</i>	<i>Rate of Pay</i>
Kathleen Biddick	SMILE	\$11.25/hr.
Antoinette Heenan	CASTLE	\$11.25/hr.

- K. Broomall J. Conover J. Palombo J. Panas M. Sweeder
 N. Wagner A. Zappile S. Endicott T. Fath

15. Policies

16. Professional Services

a. 403b and Roth Vendor- Motion to approve National Life Group as a 403b and Roth vendor.

- K. Broomall J. Conover J. Palombo J. Panas
 M. Sweeder N. Wagner A. Zappile S. Endicott T. Fath

17. Transfer of Funds/Cash Report

- a. Recommend that the Somers Point Board of Education approve the Adjustments for the 2018/19 Budget (**Exhibit 17a**) as presented and made part of these minutes.
- b. Recommend that the Somers Point Board of Education approve the Cash Report for the 2018/19 Budget (**Exhibit 17b**) as presented and made a part of these minutes.

- K. Broomall J. Conover J. Palombo J. Panas
 M. Sweeder N. Wagner A. Zappile S. Endicott T. Fath

18. Secretary's Financial Report

- a. Recommend that the Somers Point Board of Education approve the (**Exhibit 18a**) Report of the Secretary for the month ending July 31, 2018 as presented, pursuant to N. J. A. C. 6A:23A-16.1 (c) 3, and that they certify that as of July 31, 2018 after review of the Secretary's Monthly Financial Report (Appropriations Section) and upon consultation with the appropriate district officials, to the best of their knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:23A16.10 (c) 4 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

- K. Broomall J. Conover J. Palombo J. Panas
 M. Sweeder N. Wagner A. Zappile S. Endicott T. Fath

19. Treasurer’s Financial Report

- a. Recommend that the Somers Point Board of Education approve the **(Exhibit 19a)** Treasurer’s Report for the month ending July 31, 2018 as presented, pursuant to N.J.A.C. 6A:23A-16.10(c)3, and that they certify that as of July 31, 2018 after review of the Treasurer’s Monthly Financial Report (Appropriations Section) and upon consultation with the appropriate district officials, to the best of their knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:23A16.10(c)4 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

- K. Broomall J. Conover J. Palombo J. Panas
- M. Sweeder N. Wagner A. Zappile S. Endicott T. Fath

20. Bills List

- a. Recommend that the Somers Point Board of Education approve the **(Exhibit 20a)** Bills List as presented and made part of these minutes.

General Bills

General	\$	268,688.70
Capital Projects	\$	546,871.13
Payroll	\$	211,479.34
Total	\$	1,027,038.17

- K. Broomall J. Conover J. Palombo J. Panas
- M. Sweeder N. Wagner A. Zappile S. Endicott T. Fath

21. Public Forum

22. Board Forum

23. Executive Session

- Be it resolved by the Board of Education of the City of Somers Point in the County of Atlantic, NJ that upon passage of this Resolution they go into Executive Session to discuss the following matters:

Student Matters

Possible Litigation

Personnel Matters

- Be it further resolved that discussions held in private session regarding said matters will be disclosed to the public as soon as a decision is made upon the same.

24. Adjourn

- K. Broomall J. Conover J. Palombo J. Panas
- M. Sweeder N. Wagner A. Zappile S. Endicott T. Fath

