

# UPPER TOWNSHIP BOARD OF EDUCATION

525 Perry Road

Petersburg, NJ 08270

Work Session/Regular Meeting

Monday, December 14, 2009

7:00 p.m.

Meeting Location - Middle School Library

I. **CALL TO ORDER** by Michele Barbieri, Board President, at \_\_\_ p.m.

II. **OPENING STATEMENT** by Laurie A. Ryan, Business Administrator/Board Secretary

The New Jersey Open Public Meetings Law was enacted to ensure the right of the Public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Upper Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted with the Township Clerk, the *Cape May County Gazette*, the *Ocean City Sentinel* and the *Press of Atlantic City*.

III. **ROLL CALL**

___ Jim Arsenault	___ Christine Lentz
___ Kim Breckley	___ Debbie McLees
___ Jill Casaccio	___ Fran Newman
___ Lynn Dierolf	___ Michele Barbieri
___ Audrey Eichenberger	

\_\_\_ All Present

IV. **ATTENDANCE**

___ Vincent J. Palmieri Jr., Superintendent
___ Laurie A. Ryan, Business Administrator/Board Secretary
___ William S. Donio, Esq., Board Solicitor
___ Melissa Garrett, Corbin City Representative

V. **FLAG SALUTE**

VI. **STUDENT RECOGNITION**

Students of the Month for November's Character Trait of "Caring"

6<sup>th</sup> Grade - Hannah Bromhead  
                  Aaron King  
7<sup>th</sup> Grade - Gabriella Wyand  
                  Aiden MacDonald  
8<sup>th</sup> Grade - Maureen Harkins  
                  Jonah Butler

The following students were unable to attend November's Board meeting when the Students of the Month for October's Character Trait of "Responsibility" were recognized:

6<sup>th</sup> Grade - Alexa Mealey  
8<sup>th</sup> Grade - Emily Newsome

**VII. BOARD INPUT ON OCEAN CITY AGENDA**

**VIII. BOARD MEMBER REPORTS**

**A. Upper Township Committees/Representatives**

- CMCSBA, NJSBA, Legislation
- CEUT
- Educational Council
- Liaison to Township
- Public Relations/Community Liaison
- Site-Based (MS,ES,PS) - (ATTACHMENT VIII-SB/PS - Nov. & Dec. - scanned 12/10/09)
- Policy
- Negotiations
- Finance (ATTACHMENT VIII-FIN - scanned 12/10/09)

**B. Ocean City Committees - Upper Township Representatives**

- Buildings and Grounds
- Negotiations
- Policy
- Student Affairs/Curriculum

**IX. PUBLIC COMMENTS - Agenda items only.**

**X. APPROVAL OF MINUTES**

Upon the Recommendation of the Business Administrator/Board Secretary, approval of the following motion:

Minutes of the November 2009 Board of Education meetings:

Work Session	November 16, 2009
Executive Session	November 16, 2009
Regular Meeting	November 23, 2009
Executive Session	November 23, 2009

(hand-delivered 12/10/09)

**Motion By: \_\_\_\_\_ Seconded By: \_\_\_\_\_**

**Roll Call: \_\_\_\_\_**

**XI. CURRICULUM AND STUDENT AFFAIRS/TECHNOLOGY**

Upon the Recommendation of the Superintendent and the Administration, approval of the following motion:

Inclusion of the Teen Program Curriculum sponsored by Gilda's Club South Jersey in the middle school curriculum for the 2009/10 school year. (ATTACHMENT XI-GCSJ - scanned 12/10/09)

**Motion By: \_\_\_\_\_ Seconded By: \_\_\_\_\_**

**Roll Call: \_\_\_\_\_**

**XII. FINANCE**

Upon the Recommendation of the Business Administrator/Board Secretary, approval of the following motions:

- A. Board Certifications for the Monthly Budget Reports - November 2009, Monthly Transfers, Cash Reports, Payment of Bills, Ratified Payrolls. (ATTACHMENT XII-A - scanned 12/10/09)**
- B. Disposal of surplus equipment as attached. (ATTACHMENT XII-B - scanned 12/10/09)**

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- C. Acceptance of a \$5,000 donation from the Upper Township Education Association to be used for World Languages technology. (A thank you note will be sent.)
- D. Authorization for the Business Administration/Board Secretary to develop the "Guide for Standard Operating Procedures and Internal Controls" by December 31, 2009, in accordance with the accountability regulations. (6A:23A-6.6)
- E. Ratify and affirm an application for the Disney's Planet Challenge Grant in the amount of \$650.
- F. Revised tuition agreement for student #1332851 to attend Y.A.L.E. SCHOOL EAST, INC., Northfield, at a cost of \$41,113.80 for the 2009/10 school year.

**Note:** The tuition contract has been revised because the student no longer requires a one-on-one aide.

**Motion By:** \_\_\_\_ **Seconded By:** \_\_\_\_

**Roll Call:** \_\_\_\_

**XIII. PERSONNEL - STAFF**

Upon the Recommendation of the Superintendent and the Administration, approval of the following motions:

- A. The following additional substitutes for the 2009/10 school year:

Teachers: Andrew Bednarek\*, Danielle Fisher\*, Jennifer Hearon\*, Katelyn Hope\*, Christopher Jones\*, Deborah Patterson, John Pauley\*, James Rhodes\*, Heather Turner\*

Custodian: Joseph F. DiMeglio\*, Virginia Kellett\*

\*Pending completion of paperwork.

- B. Ratify and affirm the resignation of Brianna D'Abundo, Primary School Special Education Aide in the MD classroom effective December 4, 2009.

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- C. Ratify and affirm Pamela Pacifico as a Primary School Special Education Aide in the MD classroom (SEMD.PS.AIDP.SC.02) on Step 1 of the Instructional Aide Guide at an annual salary of \$12,442, prorated, effective December 7, 2009. (\$11.03 ph x 6 hpd x 188 days)
- D. To be provided before 12/14/09 for the position of Middle School Special Education Resource Center Teacher (SERC.MS.TCHR.MG.04) effective TBD at an annual salary of \$\_\_\_\_, prorated.
- E. Nichole Sterling for the position of Middle School Special Education Multiple Disabilities Aide (SEMD.MS.AIDP.SC.04) on Step 1 of the Instructional Aide Guide at an annual salary of \$12,442, prorated, effective January 4, 2010. (\$11.03 ph x 6 hpd x 188 days)
- F. Timothy Cook for the position of Middle School Health/P.E. Teacher (REIN.MS.HEPE.07.01) effective January 4, 2010, at an annual salary of \$47,707, prorated. (BA/Step 1)
- G. Ratify and affirm a contract change for Kenneth Loesch, Custodian, **from FT** (40 hpw) **to PT** (19 hpw) effective December 14, 2009, at an annual salary of \$9,732, prorated. (CUST.CM.CSTP.NA.01)
- H. Medical leave of absence for Lisa Cook, Middle School Playground/Cafeteria Aide, effective January 13, 2010, through February 15, 2010, as follows:
- Paid Sick Leave - January 13, 2010, through January 26, 2010  
Unpaid Sick Leave - January 27, 2010, through February 15, 2010
- I. Leave of absence for good cause for Deborah Pruitt, Middle School Music Teacher for the period January 23, 2010, through June 30, 2010, as follows:
- Unpaid LOA/FMLA - January 23, 2010, through April 23, 2010  
Unpaid LOA - April 26, 2010, through June 30, 2010
- J. Ratify and affirm To be provided before 12/14/09 for the position of FT Custodian (CUST.CM.CSTF.NA.04) effective TBD at an annual salary of \$\_\_\_\_, prorated.

Motion By: \_\_\_\_ Seconded By: \_\_\_\_

Roll Call: \_\_\_\_

**XIV. NEGOTIATIONS**

Upon the Recommendation of the Negotiations Committee, approval of the following motion:

- A. Ratify and affirm the 2009/10 contract between the Upper Township Board of Education and Wayne MacMurray, Assistant Computer Technician, at an annual salary of \$54,080, retroactive to July 1, 2009. **(ATTACHMENT XIV-A - scanned 12/10/09)**
- B. Ratify and affirm the 2009/10 contract between the Upper Township Board of Education and Amy Dietz, KEYS Coordinator, at an annual salary of \$43,973, retroactive to July 1, 2009, with all other contract terms and conditions remaining the same.

**Motion By: \_\_\_\_\_ Seconded By: \_\_\_\_\_**

**Roll Call: \_\_\_\_\_**

**XV. POLICY/JOB DESCRIPTIONS**

Upon the Recommendation of Policy Committee, approval of the following motion:

Job descriptions:

- 1. Treasurer of School Moneys
- 2. Supervisor of Buildings and Grounds
- 3. Maintenance Person/Night Supervisor
- 4. Maintenance Person
- 5. Groundskeeper/Maintenance/Custodian
- 6. Day Custodian
- 7. Night Custodian
- 8. Supervisor or Director of Special Education
- 9. School Social Worker
- 10. Speech-Language Specialist
- 11. Occupational Therapist
- 12. Secretary to the Child Study Team

**(ATTACHMENTS XV-1 through XV-12 - scanned 12/10/09)**

**Motion By: \_\_\_\_\_ Seconded By: \_\_\_\_\_**

Roll Call: \_\_\_\_

**XVI. PROFESSIONAL DEVELOPMENT AND RELATED EXPENSES**

Upon the Recommendation of the Superintendent and the Administration, approval of the following motions:

Requests for travel and related expenses in an amount not to exceed \$10,096.26.  
(ATTACHMENT XVI-PD - scanned 12/10/09)

Motion By: \_\_\_\_ Seconded By: \_\_\_\_

Roll Call: \_\_\_\_

**XVII. TRANSPORTATION**

Upon the Recommendation of the Business Administrator/Board Secretary, approval of the following motions:

- A. Ratify and affirm an Addendum to the transportation contract with First Student to transport one additional student (#00011025) to the Shaner School, Mays Landing, effective November 16, 2009, at an additional cost of \$5.00 per day for a total cost of \$47,940 for the 2009/10 school year. (\$267.50 /day x 138 days **plus** \$262.50/ x 42 days {original contract} = \$36,915 + \$11,025 = \$47,940) (Route YAML)
- B. Ratify and affirm a Joint Transportation Agreement with the Corbin City Board of Education at a cost to **Corbin City** of \$63,813.84 for the 2009/10 school year.
- C. Ratify and affirm an Addendum to terminate the transportation contract with First Student for Route CMC2 effective November 10, 2009.

**Note:** The student who was transported one way to CMCSSTD from the middle school every morning via CMC2 now attends CMCSSTD full time and is transported on a different bus. CMC2 was also used to transport a student home from CMCTHS; however, that student is now transported home by Apple Transportation at a lower rate.

Motion By: \_\_\_\_ Seconded By: \_\_\_\_

Roll Call: \_\_\_\_

**XVIII. MISCELLANEOUS**

Upon the Recommendation of the Superintendent and the Administration, approval of the following motions:

- A. The attached fund raising activities in the primary school.  
(ATTACHMENT XVIII-A - scanned 12/10/09)
- B. The attached Upper Township Nursing Services Plans for the primary, elementary, and middle schools for the 2009/10 school year.  
(ATTACHMENT XVIII-B - scanned 12/10/09)
- C. The following Upper Township School District Goals for the 2010/2011 school year:

Goals will be discussed at Monday night's meeting.

Motion By: \_\_\_\_ Seconded By: \_\_\_\_

Roll Call: \_\_\_\_

**XIX. OLD BUSINESS**

**XX. NEW BUSINESS**

**XXI. PUBLIC COMMENTS - Any items.**

**XXII. BOARD CONCERNS**

**XXIII. INFORMATION**

- A. Waste Water Treatment Plant Manager Report - November 2009  
(ATTACHMENT XXIII-A - scanned 12/10/09)
- B. Use of Facilities Report - December 2009 (ATTACHMENT  
XXIII-B - scanned 12/10/09)
- C. Food Service Report - November 2009 (ATTACHMENT XXIII-C  
- scanned 12/10/09))



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- D.** Fieldwork Placements - Richard J. Stockton College of New Jersey -  
January 25, 2010 - May 4, 2010:

<u>Student</u>	<u>Cooperating Teacher</u>
Christopher Wilkin (80 hrs.)	Grace Traa/Grade 3
Michael Bogacius (80 hrs.)	Lindsey Drake/Grade 6

**XXIV. RECESS INTO EXECUTIVE SESSION (If Needed)**

**From: \_\_\_\_ To: \_\_\_\_**

**Motion By: \_\_\_\_ Seconded By: \_\_\_\_**

**Roll Call: \_\_\_\_**

**XXV. ADJOURNMENT**

**Motion By: \_\_\_\_ Seconded By: \_\_\_\_**

**Voice Vote: \_\_\_\_**