

UPPER TOWNSHIP BOARD OF EDUCATION

525 Perry Road

Petersburg, NJ 08270

Monday, June 22, 2009

MIDDLE SCHOOL LIBRARY

Combined Work Session/Regular Meeting Agenda

7:00 PM

I. CALL TO ORDER by Michele Barbieri, Board President, at ____ p.m.

II. OPENING STATEMENT by Donna Young, 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
___ Donna L. Young, Business Administrator/Board Secretary
___ Melissa Garrett, Corbin City Representative
___ William S. Donio, Esq., Board Solicitor

V. FLAG SALUTE

VI. STUDENT PRESENTATION(S)

- Recognition of Students - State Level Safety Poster Winners - Led by Richard Cushinotto, District Transportation Coordinator: Trevor Paone, Category K-2; Sarah Olandt, Category 3-5; Rachel Fosbenner, Category 6-8.

VII. STAFF PRESENTATION(S)

- Recognition of 2008/2009 Teachers of the Year - Led by Michele Barbieri and Administrators:

Primary School - Debbie Young
Elementary School/District - Paul Rostein
Middle School - Karen Cooper

• Recognition of Staff Separating/Retiring - Led by Michele Barbieri and Administrators:

Primary School - Sharon Garland, Kindergarten; Millicent (Penny) Houston, SE Aide; Marion (Giberson) Hill, Custodian.

Elementary School - Dorothy Best, Grade 5; Carolyn Peltz, Grade 5; Thomas Houston, Teacher's Aide.

Middle School - Karen Cooper, Gr.8 (Integrated Language Arts); Cyndy Dudnick, Middle School Art; Marilyn Goos, Gr. 6 (Math/Science); Patricia Reilly, Learning Disabilities Teacher/Consultant; Dixie Sattazahn, Gr.6 (Integrated Language Arts).

VIII. BOARD INPUT ON OCEAN CITY AGENDA

IX. BOARD MEMBER REPORTS (IF AVAILABLE)

A. Upper Township Committees/Representatives

- CMCSBA, NJSBA, Legislation
- CEUT
- Educational Council
- Liaison to Township
- Public Relations/Community Liaison
- Site-Based (MS, ES, PS)

B. Ocean City Committees - Upper Township Representatives

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

X. PUBLIC COMMENTS - Any Items at the Regular Meeting Only

XI. APPROVAL OF MINUTES

Upon the Recommendation of the Business Administrator/Board Secretary:

Motion to Approve the Minutes of the May 2009 Board of Education Meetings

Motion to approve the following minutes of the May 2009 Board of Education meetings:

Special Meeting	May 7, 2009
Executive Session	May 7, 2009
Combined Work Session Regular Meeting	May 11, 2009
Executive Session	May 11, 2009
Special Meeting	May 18, 2009
Executive Session	May 18, 2009

Motion By: _____ Seconded By: _____

Roll Call: _____

- XII. BUILDING AND GROUNDS/(Committee Report)- HEALTH AND SAFETY
NO ACTION ITEMS AT THIS TIME

- XIII. CURRICULUM AND STUDENT AFFAIRS/TECHNOLOGY

Upon the Recommendation of the Superintendent and the Supervisor of Curriculum and Instruction:

Approval to Apply to County Executive Superintendent for
Approval to Operate Summer School - Summer 2009

Motion to apply to County Executive Superintendent for approval to operate Summer School "Students Making Advancements in Reading & Technology" (SMART) Online Reading Program - Summer 2009 (Grades 2-8 2009/2010 school year.)

Motion By: _____ Seconded By: _____

Roll Call: _____

- XIV. FINANCE (Committee Report - if available)

Upon the Recommendation of the Business Administrator/Board Secretary:

- A. Approval of Monthly Reports - April and May 2009

Motion to approve the attached Board Certifications for the Monthly Budget Reports - April and May 2009, Cash Summary Report, Monthly Transfer Report, Payment of Bills, Ratified Payrolls, and Ratified Food Service Bills. (ATTACHMENT XIV-A)

- B. Closeout of FY09

Motion to authorize the Superintendent to approve budget transfers for the closeout of the FY09. These budget transfers will be presented to the Board at the July regular meeting for ratification of the approved transfers.

Note: This motion is required to make any necessary adjustments to the books prior to the close on June 30, 2009.

- C. Approval to Process Checks for Ratification at July Meeting

Motion to approve the processing of any checks as of June 30, 2009, to be ratified at the July 27, 2009, Work Session/Regular Board meeting.

- D. Approval of Petty Cash Funds for the 2009/10 School Year

Motion to approve the following petty cash funds for the 2009/10 school year:

Board Secretary	\$400.00 (chkg acc't)
Principal/Middle School	\$200.00
Principal/Elementary School	\$100.00
Principal/Primary School	\$100.00
Interim Facilities Supvr	\$200.00

Expenditures for these funds will be in accordance with Board Policy 3451, Petty Cash.

E. Approval of Resolution Authorizing the Procurement of Goods and Services Through State Agency - 2009/10 School Year

Motion to approve the attached Resolution Authorizing the Procurement of Goods and Services Through State Agency for the 2009/10 school year. (ATTACHMENT XIV-E)

F. Approval of Joint Purchasing Agreement for Paper - Pittsgrove Board of Education

Motion to enter into a Joint Purchasing Agreement for paper with the Pittsgrove Board of Education for the 2009/10 school year.

G. Renewal of Student and Athletic Accident Insurance - 2009/10 School Year

Motion to approve the renewal of student and athletic accident insurance with Bollinger, Inc., at a cost of \$7,530 for the 2009/10 school year. Note: This is a \$653 increase over the 2008/09 cost.

H. Renewal of Agreement - Global Connect - 2009/10 School Year

Motion to approve the renewal of the Communication Services Agreement with Global Connect to provide services at no charge to the District effective July 1, 2009, through June 30, 2010.

I. Approval of Resolution to Join the New Jersey School Boards Association Insurance Group - CAIP

Motion to approve the attached Resolution to join the New Jersey School Boards Association Insurance Group - CAIP. (ATTACHMENT XIV-I)

J. Approval to Change Signatories - Ocean City Home Bank Accounts

Motion to approve the following changes in the signatories for the following accounts with Ocean City Home Bank effective July 1, 2009:

Ocean City Home Bank - Warrant Account

Michele Barbieri, Board President

Jill Casaccio, Board Vice President
Carroll A Bailey, Treasurer of School Monies
Laurie A Ryan, Business Administrator/Board
Secretary
Diane M Niemi, Administrative Assistant to the
Business Administrator

Ocean City Home Bank - Construction Account

Michele Barbieri, Board President
Jill Casaccio, Board Vice President
Carroll A Bailey, Treasurer of School Monies
Laurie A Ryan, Business Administrator/Board
Secretary
Diane M Niemi, Administrative Assistant to the
Business Administrator

Ocean City Home Bank - Unemployment Trust Account

Carroll A Bailey, Treasurer of School Monies
Laurie A Ryan, Business Administrator/Board
Secretary

Ocean City Home Bank - Agency Account

Carroll A Bailey, Treasurer of School Monies
Laurie A Ryan, Business Administrator/Board
Secretary

Ocean City Home Bank - Payroll Account

Carroll A Bailey, Treasurer of School Monies
Laurie A Ryan, Business Administrator/Board
Secretary

Ocean City Home Bank - Cafeteria Account

Laurie A Ryan, Business Administrator/Board
Secretary
Vincent J Palmieri, Jr, Superintendent

Ocean City Home Bank - KEYS Account

Laurie A Ryan, Business Administrator/Board
Secretary
Diane M Niemi, Administrative Assistant to the
Business Administrator
Vincent J Palmieri, Jr, Superintendent

Ocean City Home Bank - Middle School General
Account

Laurie A Ryan, Business Administrator/Board
Secretary
Diane M Niemi, Administrative Assistant to the
Business Administrator
Ken Barth, Middle School Principal
Andrea Urbano, Middle School Assistant Principal

Ocean City Home Bank - Primary School General Account

Laurie A Ryan, Business Administrator/Board Secretary
Diane M Niemi, Administrative Assistant to the Business Administrator
Carla Bittner, Primary School Principal

Ocean City Home Bank - Elementary School General Account

Laurie A Ryan, Business Administrator/Board Secretary
Diane M Niemi, Administrative Assistant to the Business Administrator
Dr James E Burke, Elementary School Principal

Ocean City Home Bank - Petty Cash/Board Office

Laurie A Ryan, Business Administrator/Board Secretary
Vincent J Palmieri, Jr, Superintendent

Ocean City Home Bank - Non-Interest Bearing Account (AFLAC)

Laurie A Ryan, Business Administrator/Board Secretary

K. Approval to Establish a Miscellaneous Reserve Account for Maintenance

Motion to approve the establishment of a Miscellaneous Reserve Account for Maintenance in the amount of \$*.

*Amount to be furnished prior to Monday night.

L. Appointment of Architect of Record - 2009/10 School Year

Motion to appoint Garrison Architects as Architect of Record for the 2009/10 school year at the following rates:

Senior Associates	\$125-\$150 per hour
Project Architects	\$ 95 per hour
Project Managers	\$ 85 per hour
Computer Design	\$ 65 per hour
Drafting	\$ 55 per hour
Clerical	\$ 35 per hour

Note: Rates are the same as 2008/09

Motion By: _____ Seconded By: _____

Roll Call: _____

XV. NEGOTIATIONS

Upon the Recommendation of the Upper Township Board of Education and the Cape May County Executive Superintendent:

Approval of the Terms and Conditions of Laurie Ryan, Business Administrator/Board Secretary's Contract from July 1, 2009 through June 30, 2010.

Motion to approve the Terms and Conditions of Laurie Ryan, Business Administrator/Board Secretary's Contract from July 1, 2009 through June 30, 2010. (ATTACHMENT XV.NEG)

Motion By: _____ Seconded By: _____

Roll Call: _____

XVI. PERSONNEL - STAFF

Upon the recommendation of the Superintendent and Administration:

A. Approval of Extended School Year Personnel - FY 2009

Motion to approve the attached list of personnel (Teachers, Aides, OT, and Nurse) for the Extended School Year- FY 2009. (ATTACHMENT XVI.A -e-mailed and hand delivered 6/18/09)

B. Approval of Kindergarten Screening Personnel - Kindergarten Screening Program on June 22nd and 23rd, 2009

Motion to approve the attached list of personnel to work for the Kindergarten Screening Program on June 22nd and 23rd, 2009.

(Hours to be from 9:00am - 3:00pm each of the two days. Staff will be paid at their current hourly rate.)

Further, to approve Elaine Holsomback for KRT make-up on August 10, 2009 @ the approved hourly rate. (ATTACHMENT XVI.B - e-mailed and hand delivered 6/18/09)

C. Approval of Resignation of Donna M. Scherer as Cafeteria/Playground Aide at the Elementary School

Motion to accept the resignation of Donna M. Scherer, Cafeteria/Playground Aide at the Elementary School. To be effective as of June 19, 2009.

D. Approval of Summer SMART Program Teachers

Motion to approve the attached list of Summer SMART Program Teachers for Summer - 2009 Program. (ATTACHMENT XVI.D -e-mailed and hand delivered 6/18/09)

E. Approval to Increase Routine Mileage for 2008/2009 School Year - Meghan Bridgeman & Val Nickas

Motion to approve increasing routine mileage for the 2008/2009 school year for the following staff members:

Megan Bridgeman, Occupational Therapist from - \$100 to -\$150
Valerie Nickas , Teacher of Spanish from - \$250 to -\$275

F. Approval of Changes to Staff Assignments/Salaries for 2009/2010

Motion to approve the attached list of changes to staff assignments/salaries for the 2009/2010 school year. (ATTACHMENT XVI.F- e-mailed and hand delivered 6/18/09)

G. Approval of Extended Year Summer Program Instructional Aide Rate

Motion to approve the Instructional Aide rate for the Extended School Year Summer Program as \$15.60 per hour.

H. Approval of Resignation of Connie Frankel, Primary School Cafeteria/Playground Aide. To be effective as of 6/19, 2009

Motion to accept the resignation of Connie Frankel, Primary School Cafeteria/Playground Aide. To be effective 6/19/09.

Motion By: _____ Seconded By: _____

Roll Call: _____

XVII. PERSONNEL - STUDENTS

Upon the recommendation of the Business Administrator/Board Secretary

A. Approval of Tuition Rates - Extended School Year Program - 2009/10 School Year

Motion to approve the following per pupil tuition rates for the Extended School Year Program - 2009/10 School Year:

ESY Preschool Disabled Program \$ 830 per student
ESY School Age Children \$1,140 per student

B. Approval of Tuition Agreement - Dennis Township Board of Education - 2009/10 School Year

Motion to enter into a tuition agreement with the Dennis Township Board of Education for two Dennis Township students to attend the ESY program in Upper Township:

1 PSD student @ \$ 830 per student = \$ 830
1 School Age student @ \$1,140 per student = \$1,140
\$1,970

C. Approval of Correction to Tuition Agreement - Extended School Year Program - Cape May County Special Services School District - 2009/10 School Year

Motion to approve a correction to the tuition agreement approved at the May 11, 2009, Work Session/Regular

Meeting with Cape May County Special Services School District for six students instead of four students to attend the Extended School Year Program, as follows:

From: 4 students @ \$2,170 per student = \$ 8,680

To: 6 students @ \$2,170 per student = \$13,020

From: 3 One-to-One Aides @ \$1,550 per student = \$4,650

To: 4 One-to-One Aides @ \$1,550 per student = \$6,200

D. Approval of Contract - Commission for the Blind and Visually Impaired - 2009/10 School Year

Motion to enter into a contract with the Commission for the Blind and Visually Impaired to provided services for the 2009/10 school year as follows:

One (1) student - Level 3 Services @ \$10,900 per student

E. Approval of Tuition Agreement - 2009/10 School Year

Motion to enter into a tuition agreement with Y.A.L.E. School Southeast, Inc., Voorhees, for student #1332548 effective July 6, 2009, at a cost of \$59,961.30 for the 2009/10 school year. (210 days x \$285.53 per day = \$59,961.30)

Motion By: _____ Seconded By: _____

Roll Call: _____

XVIII. POLICY/JOB DESCRIPTIONS
NO ACTION ITEMS AT THIS TIME.

XIX. TRANSPORTATION

Upon the recommendation of the Business Administrator/Board Secretary:

A. Authorization to Offer Subscription Busing - 2009/10 School Year

Motion to authorize the Business Administrator to offer subscription busing to all eligible non-public school students for the 2009/10 school year, if needed.

B. Approval of Substitute Bus Drivers and Bus Aides - 2009/10 School Year

Motion to approve the following substitute bus drivers and bus aides for the 2009/10 school year:

Bus Drivers

Rich Cushinotto
Beth Hendrickson
Judy Patterson
Florence Anderson-Volpe

Bus Aides

Alma Smith
Beth Hendrickson
Florence Anderson-Volpe
Robert Rittenhouse

C. Approval of Summer KEYS Bus Drivers - 2009/10 School Year

Motion to approve the following Upper Township drivers for Summer KEYS:

Rich Cushinotto
Beth Hendrickson
Florence Anderson-Volpe
Judy Patterson

D. Approval of School Bus Rental - 2009/10 School Year

Motion to approve the rental of a school bus from Sheppard Bus Service, Inc., on an as-needed basis, at a cost of \$80 per diem for the 2009/10 school year. The district will provide the driver, fuel, and insurance.

E. Award of Bid - Transportation Contracts - 2009/10 School Year

Motion to award the bid for transportation contracts for the 2009/10 school year as follows:

- Section One - Sheppard Bus Service, Co., for to and from Upper Township and Ocean City at a net per diem bid of \$4,950.
- Section Two - First Student, Inc., for to and from non-public schools, summer school, and work program at a net per diem bid of \$3,137.54.
- Section Three - First Student, Inc., for field trips at a net per hour bid of \$68.
- Section Four - First Student, Inc., for KEYS field trips at a net per hour bid of \$58.

Bids were also received from Apple Transportation, LLC, and Trans-Ed. All bid results are attached.
(ATTACHMENT XIX-E Hand delivered 6/18/09 - not scanned)

F. Approval Joint Transportation Agreements - 2009/10 School Year

Motion to enter into the following Joint Transportation Agreements for the 2009/10 school year:

- Atlantic County Special Services School District to transport one Upper Township student to the ACSSSD ESY Program effective July 6 to July 31, 2009, at a cost of \$1,320. (\$330/week x 4 weeks = \$1,320)
- Middle Township Board of Education to transport one Upper Township student to and from Ocean Academy, CMCSSSD, and a Division of Developmental Disabilities (DDD) group home in Green Creek, NJ, at the following costs for the 2009/10 school year:

ESY (7/6-31/09) \$25/diem x 20 days = \$ 500
9/1/09-6/30/10 \$25/diem x 180 days = \$4,500
Total 2009/10 school year \$5,000

G. Approval of Transportation Contract - 2008/09 School Year

Motion to enter into a transportation contract with Apple Transportation, LLC, to transport one student to the JIN Shelter on May 28, 2009, (one day) at a cost of \$80.

Motion By: _____ Seconded By: _____

Roll Call: _____

XX. PROFESSIONAL DEVELOPMENT AND RELATED EXPENSES

Upon the Recommendation of the Superintendent and Administration:

Approval of Travel and Related Expenses Requests

Motion to approve the attached requests for Travel and Related Expenses in an amount not to exceed \$8,419.93. (ATTACHMENT XX.PD

Motion By: _____ Seconded By: _____

Roll Call: _____

XXI. MISCELLANEOUS

Upon the Recommendation of the Superintendent and Administration:

A. Approval of the Comprehensive Equity Plan Annual Assurance - Academic Year 2008/2009

Motion to approve Comprehensive Equity Plan Annual Assurance - Academic Year 2008/2009 (ATTACHMENT XXI.MISC - e-mailed and hand delivered)

B. Approval for the Upper Township Board of Education to Enter into Affiliation Agreement with Drexel University for its College of Nursing -and Health Professions for Clinical Hours at the Primary School

Motion to approve entering into an Affiliation Agreement with Drexel University for its College of Nursing and Health Professions for 60 clinical hours at the Primary School between Dolores Hallsworth and Mrs. Tenner. To begin on September 8, 2009. (Pending Review of Agreement by our Solicitor.)

Motion By: _____ Seconded By: _____

Roll Call: _____

XXII. OLD BUSINESS

XXIII. NEW BUSINESS

XXIV. PUBLIC COMMENTS - Any items.

XXV. BOARD CONCERNS

XXVI. INFORMATION

- Waste Water Treatment Plant Manager Report - April (ATTACHMENT XXV.INF)
- School Bus Emergency Evacuation Drill Reports - 2008/09 School Year. (ATTACHMENT XXVI-EVAC RPTS - e-mailed and hand delivered 6/18/09)
- Home School Notification 2009/2010

TB has notified our office that her son BB, a 10th grade student for the 2009/2010 school year, will continue to be home schooled.

XXVII. RECESS INTO EXECUTIVE SESSION (If Needed)

From _____ To _____

Motion By: _____ Seconded By: _____

Roll Call: _____

XXVIII. ADJOURNMENT

Motion By: _____ Seconded By: _____

Voice Vote: _____