

UPPER TOWNSHIP BOARD OF EDUCATION

Work Session Meeting September 21, 2009

- I. **CALL TO ORDER** by Michele Barbieri, Board President, at 7:00 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**

	5/18 Spec	6/2 Spec	6/22 Wk/Reg	6/29 Spec	7/27 Wk/Reg	7/29 Spec	8/17 Work	8/24 Reg	9/21 Work
Arsenault	A	P	P	A	P	P	P	P	A
Barbieri	P	P	P	P	P	P	P	A	P
Breckley	P	P	A	P	P	P	P	P	P
Casaccio	P	P	P	P	P	P	P	P	P
Dierolf	P	A	P*	P	A	A	P	P	P**
Eichenberger	P	P+++	P	P	P	P	P	P	P
Lentz	P	P	P*	P	P	P	P	P	P**
McLees	P++	P	P	P	P	P	P	P	P
Newman	P	A	P	P	P	P	P	P	P

++Mrs. McLees arrived at 6:10 p.m.

+++Mrs. Eichenberger arrived at 7:32 p.m.

*Mrs. Dierolf and Dr. Lentz arrived at 6:03 p.m.

**Mrs. Dierolf and Dr. Lentz arrived at 7:02 p.m.

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 led by Mrs. Barbieri

VI. ACTION ITEMS FOR WORK SESSION

FINANCE

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

- A.** A contract with the New Jersey Commission for the Blind and Visually Impaired to provide Level 1 Services to one high school-aged student at a cost of \$1,600 for the 2009/10 school year.
- B.** Ratify and affirm an increase in the following food prices effective September 8, 2009, for the 2009/10 school year:

	<u>From</u>	<u>To</u>
Ice Cream	\$.75	\$1.00
Milk	\$.35	\$.40
Soup	\$.50	\$1.00

- C.** A change in the signatories for the Ocean City Home Bank Elementary School General Account effective September 22, 2009:

Laurie A. Ryan, Business Administrator/Board Secretary
Diane M. Niemi, Administrative Assistant to the
Business Administrator
Remove Dr. James E. Burke, Elementary School Principal
Add Andrea Urbano, Interim Elementary School Principal

Motion by Mrs. Eichenberger, seconded by Mrs. McLees, and carried by roll call vote. Roll call vote as follows: Ms. Breckley/Yes; Mrs. Casaccio/Yes; Mrs. Dierolf/Yes; Mrs. Eichenberger/Yes; Dr. Lentz/Abstain; Mrs. McLees/Yes; Mrs. Newman/Yes; Mrs. Barbieri/Yes

PERSONNEL - STAFF

Upon the Recommendation of the Superintendent, the Board approved the following motions:

- A. Ratify and affirm a leave of absence under State Family Leave Insurance Benefits for Vicki Smith, Primary School BSI Aide, for a period of six weeks from September 8, 2009, through October 16, 2009. Jane Ehresmann will be subbing for Ms. Smith during her absence.

- B. Ratify and affirm a salary correction for Connie Frankel, Preschool Aide, from \$10,197 to \$12,780.

Ms. Frankel started with the district on September 1, 2008, and should be on Step 2 as reflected in the salary correction above (\$11.03 ph x 6 hpd x 188 days).

- C. Ratify and affirm a contract offer to Lisa A. Ormond for the position of PT (30 hpw) special education aide in the elementary school MD classroom effective September 8, 2009, at an annual salary of \$13,807 - Step 5 of the UTEA Guide for Aides (\$12.24 ph x 6 hpd x 188 days = \$13,807).

- D. Ratify and affirm a contract offer to Patrick Tomlin for the position of PT (30 hpw) special education aide in the middle school MD classroom effective September 8, 2009, at an annual salary of \$13,468 - Step 4 of the UTEA Guide for Aides (\$11.94 ph x 6 hpd x 188 days = \$13,468).

- E. Ratify and affirm a contract offer to Brianna D'Abundo for the position of PT (30 hpw) special education aide in the primary school MD classroom effective September 14, 2009, at an annual salary of \$13,468, prorated * - Step 4 of the UTEA Guide for Aides (\$11.94 ph x 6 hpd x 188 days = \$13,468, prorated.) ***Prorated salary is \$13,181.76.**

- F. A contract offer to Kenneth Loesch for the position of custodian at an annual salary of \$20,488, prorated - Step 2 on the Support Staff Guide. (\$9.85 ph x 40 hpw = \$394 x 52 wks = \$20,488, prorated)

*Effective date is pending receipt of criminal history clearance.

Motion by Mrs. McLees, seconded by Mrs. Newman, and carried by unanimous roll call vote.

POLICY/JOB DESCRIPTIONS

Upon the Recommendation of the Policy Committee, the Board approved the following motion:

Revisions to the following policies for first reading:

1. BYLAWS: #0141.1 Board Members and Term - Sending District
2. PROPERTY: #7510 Use of School Facilities

Motion by Mrs. Eichenberger, seconded by Mrs. McLees. Discussion ensued.

Mrs. Casaccio reviewed the changes to the Use of Facilities policy which included time changes for activities and groups who may/may not pay.

Mrs. Casaccio reviewed the changes to the Board Members and Term policy which included changes to voting on representatives, attendance at meetings, and attendance reports. A discussion ensued regarding attending day committee meetings and how it would impact a sitting representative.

Ms. Breckley stated that she would like the policy to indicate that the Board President and Vice President cannot sit on both Boards because it would conflict with time needed to fulfill their other duties. Mrs. Barbieri responded that the Board President and Vice President might be the only people whose schedules allow them to serve on both Boards. What is important is that the best interests of the Upper Township students are protected no matter who represents them in Ocean City.

Mrs. Barbieri asked the Board to contact Mrs. Casaccio or any other committee member with any comments or questions about the policies.

After discussion, the above motion by Mrs. Eichenberger and seconded by Mrs. McLees was carried by unanimous roll call vote.

The Board reviewed the action items for the September 28, 2009, Regular Meeting.

VII. BOARD MEMBER REPORTS

- A. Upper Township Committees/Representatives**
- CMCSBA, NJSBA, Legislation
 - CEUT
 - Educational Council

Work Session

September 21, 2009

- Liaison to Township
- Public Relations/Community Liaison
- Site-Based (MS,ES,PS)
- Policy (**ATTACHMENT VII-POL - Scanned 9/16/09**)
- Negotiations

Mrs. Barbieri asked that all Board members be prepared to comment on their committee meetings at the September 28 meeting. Mrs. Dierolf stated that she would be unable to have a written report of the middle school site-based meeting because the first meeting is on September 28.

B. Ocean City Committees - Upper Township Representatives

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

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

X. APPROVAL OF MINUTES

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

Minutes of the August 2009 Board of Education meetings:

Executive Session	August 17, 2009
Work Session	August 17, 2009
Executive Session #1	August 24, 2009
Regular Meeting	August 24, 2009
Executive Session #2	August 24, 2009

Motion By: ____ **Seconded By:** ____

Roll Call: ____

XI. BUILDING AND GROUNDS/HEALTH AND SAFETY

Report only. (**ATTACHMENT XI-B&G RPT - scanned 09/16/09**)

XII. FINANCE (Committee Report - if available)

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

- A. Board Certifications for the Monthly Budget Reports - July 2009 and August 2009, Monthly Transfers, Cash Reports, Payment of Bills, Ratified Food Service Bills, Ratified Payrolls. (**ATTACHMENT XII-A - will be scanned 09/23/09**)
- B. A rate of pay for Instructional Aide Support at the hourly rate of \$15.60.

This rate is the same as the ESY Instructional Aide rate and will be used for instructional aide support needed for students beyond the normal school day.
- C. A Consortium with the Ocean City and Woodbine School Districts for the No Child Left Behind (NCLB) Consolidated Formula Subgrant Allocations for Title III Program, with Ocean City as the Lead Agency. (Allotment for Upper Township will be \$1,298.)
- D. The attached Resolution for the transfer of funds within the general fund of the 2008/2009 school year budget. (**ATTACHMENT XII-D - scanned 09/16/09**)
- E. An agreement with Cape Assist for the REBEL2 School Based Tobacco Prevention Program in the amount of \$1,250 for the grant year September 1, 2009, to June 15, 2010.

Motion By: _____ Seconded By: _____

Roll Call: _____

XIII. PERSONNEL - STAFF

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

- A. Ratify and affirm, with deep regret, the resignation of Darlean Silva, Middle School Cafeteria/Playground Aide, effective September 8, 2009.
- B. A contract offer to Patricia Oakley for the position of kindergarten instructional aide at an annual salary of \$12,442, prorated, - Step 1 of the UTEA Guide for Aides (30 hpw x \$11.03 ph x 188 days, prorated).

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*Effective date is pending receipt of criminal history clearance.

This is a temporary position that will be paid out of ARRA funds.

- C. With deep regret, the resignation due to retirement of Shelley Safer, Middle School PE Teacher, effective January 1, 2010.
- D. Substitutes for the 2009/10 school year: **(Names will be provided in the final mailing.)**
- E. Ratify and affirm, with regret, the resignation of Frank Kuhns, Custodian, effective August 20, 2009.
- F. With deep regret, the resignation of Jamie Gillespie, Sixth Grade ILA/Social Studies Teacher, effective September 14, 2009, and posting for the position.
- G. Ratify and affirm Kim Weaver to provide interpreter services at the negotiated extra compensation hourly rate of \$34.18, prorated*, effective September 8, 2009, for the 2009/10 and 2010/11 school years. ***Prorated hourly rate is \$22.91.**

This position will be paid out of ARRA funds.

Motion By: _____ Seconded By: _____

Roll Call: _____

XIV. POLICY/JOB DESCRIPTIONS

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

Revisions to the following policies for second and final reading:

- 1. BYLAWS: #0141.1 Board Member and Term - Sending District
 - 2. PROPERTY: #7510 Use of School Facilities
- (ATTACHMENT XIV-POL - scanned 09/16/09)**

Motion By: _____ Seconded By: _____

Roll Call: _____

XV. PROFESSIONAL DEVELOPMENT AND RELATED EXPENSES

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

- A. Requests for travel and related expenses in an amount not to exceed \$____. **(ATTACHMENT XV-A - will be provided in the final mailing)**
- B. Requests for inter-district professional development expenses in an amount not to exceed \$____. **(ATTACHMENT XV-B - will be provided in the final mailing)**

XVI. TRANSPORTATION

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

- A. Ratify and affirm a transportation contract with Sheppard Bus Service, Inc., to transport one student **To/From** the JIN Shelter and **To/From** Ocean City High School effective September 11, 2009, at a cost of \$60 per day.

A quote of \$100 per day was also received from Apple Transportation, LLC.

- B. Ratify and affirm a Joint Transportation Agreement with the Mainland Regional Board of Education to transport two Mainland Regional students to the Coastal Learning Center in Tuckerton, effective July 1, 2009, through June 30, 2010, **at a total cost to the MRBOE** of \$25,430.55.
- C. A Participation Agreement for Shared Services Transportation with the Atlantic County Special Services School District in anticipation of services being rendered for the 2009/10 school year.

Motion By: ____ **Seconded By:** ____

Roll Call: ____

XVII. MISCELLANEOUS

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

Work Session Agenda

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- A. The Primary, Elementary, and Middle School Site-Based Planning Team members for the 2009/10 school year. (**ATTACHMENT XVII-A - will be provided in the final mailing**)

A discussion ensued regarding the development of the Site-Based Committees. Mrs Casaccio noted that the policy would be revised.

- B. Field trips for the 2009/10 school year. (**ATTACHMENT XVII-B - will be provided in the final mailing**)

Motion By: _____ Seconded By: _____

Roll Call: _____

XVIII. OLD BUSINESS

XIX. NEW BUSINESS

XX. PUBLIC COMMENTS - Any items.

XXI. BOARD CONCERNS

XXII. INFORMATION

- A. Waste Water Treatment Plant Manager Report - July 2009
(**ATTACHMENT XXII-A**) (scanned 09/16/09)
- B. Fieldwork Placements - Stockton - September 21, 2009 - Winter Break

<u>Student</u>	<u>Cooperating Teacher</u>
Nicole Conti (40 hrs.)	Kelly Bowman/Gr. 1
John Thompson (40 hrs.)	Kate Demers/Gr. 4
Michael Bagocius (40 hrs.)	Laura Goodreau/Gr. 1
Theodore Thompson III (80 hrs)	Lindsey Drake/Gr. 6 Math & Science
Rebecca Holden (40 hrs)	Mary LeFever/Gr. 2
Heather Carroll (80 hrs.)	Grace Traa/Gr. 3

**XXIII. ADDENDUM - ACTION ITEMS FOR REGULAR MEETING AGENDA -
SEPTEMBER 29, 2009**

FINANCE

- F. Accept a donation of \$1,000 from The Helm Family as a thank you to the school district for its commitment to their son during his five years in the district. The donation will be used to purchase picnic tables and/or benches for the new preschool playground area.

Mrs. Barbieri thanked the Helm family for their generosity.

PERSONNEL - STAFF

- H. Ratify and affirm Joan Peterson as the instructional support aide for student #1332505 for two (2) hours per week after school at the rate of \$15.60 per hour beginning the week of September 21, 2009, and continuing through the 2009/10 school year. **Note:** Required for IEP compliance.
- I. The attached In-House Posting for after school tutorial positions beginning on or about October 5, 2009, and ending on or about June 4, 2010. **(ATTACHMENT XIII-I - scanned 09/21/09)**

Mr. Palmieri explained that the original ARRA application included a request for after school tutoring services for ASK. Student participation will be determined by ASK scores, report cards, and comments from the student's current teachers. Mr. Palmieri stated that provisions will be made to service as many students as possible, and he will try to schedule the sessions on days the late buses run.

TRANSPORTATION

- D. Ratify and affirm a Joint Transportation Agreement with the Atlantic County Special Services School District to transportation one Upper Township student to the ACSSSD ESY program effective July 6 through July 31, 2009, at a cost of \$1,320.

XIX. PUBLIC COMMENTS

Pat Mason of Petersburg expressed concerns about the length of her granddaughter's bus route and about overcrowding on the bus. Mrs. Barbieri noted that Mr. Palmieri and Mrs. Ryan would look into the matter.

XX. EXECUTIVE SESSION

On a motion by Mrs. Eichenberger, seconded by Mrs. Dierolf,

BE IT RESOLVED, At a public meeting of the Board of Education held on September 21, 2009, that pursuant to Sections 7 and 8 of the "Open Public Meetings Act", the following subjects be discussed in a session of the Board of Education closed to the public.

Personnel
Pending Litigation

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It is presently anticipated that the items mentioned in this resolution can be disclosed to the public only upon formal written request to the Secretary of the Board of Education at the next Work, Special, or Regular Meeting to determine if the time and circumstances would then be appropriate to disclose the information discussed.

Executive Session began at 7:47 p.m.

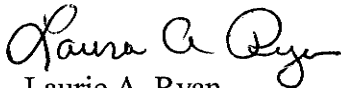
Upon the recommendation of the Superintendent, the Board approved the following motion:

To continue suspension of S.H. with pay, and to direct the Superintendent to report on items addressed in executive session at the next board meeting.

XXI. ADJOURNMENT

Motion to adjourn by Mrs. McLees, seconded by Mrs. Newman, and carried by voice vote at 8:56 p.m.

Respectfully submitted,



Laurie A. Ryan
Business Administrator/Board Secretary