

UPPER TOWNSHIP BOARD OF EDUCATION

525 Perry Road
Petersburg, NJ 08270

Work Session Meeting
Monday, August 17, 2009

(Revised August 17, 2009, 2:45 p.m.)

7:00PM

Meeting Location - Middle School Gym

- 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. ACTION ITEMS FOR WORK SESSION

POLICY/JOB DESCRIPTIONS

Approval of Revisions to Policy Teaching Staff Members: #3216
Dress and Grooming and Policy Travel: #6471 School District
Travel - First Reading

Motion to approve revisions to the following policies for first reading:

Teaching Staff Members: #3216 - Dress and Grooming
School District Travel: #6471

(ATTACHMENT VI-WS/POL)

Motion By: _____ Seconded By: _____

Roll Call: _____

VII. STAFF PRESENTATION(S)

VIII. BOARD INPUT ON OCEAN CITY AGENDA

IX. BOARD MEMBER REPORTS (To be presented, if available, at the August 24, 2009, Regular Meeting)

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 and Grounds
- Negotiations
- Policy
- Student Affairs/Curriculum

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

XI. APPROVAL OF MINUTES

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

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

Executive Session #1	July 27, 2009
Work Session/Regular Meeting	July 27, 2009
Executive Session #2	July 27, 2009
Special Meeting	July 29, 2009

Motion By: _____ Seconded By: _____

Roll Call: _____

XII. BUILDING AND GROUNDS/HEALTH AND SAFETY (Committee Reports, if available)

No action items at this time.

XIII. CURRICULUM AND STUDENT AFFAIRS/TECHNOLOGY

Upon the Recommendation of the Superintendent and the Middle School Principal:

Approval of Sixth, Seventh, and Eighth Grade Novels - 2009/10 School Year

Motion to approve the attached list of sixth, seventh, and eighth grade novels for the 2009/10 school year. (ATTACHMENT XIII-NOV)

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 - June and July 2009

Motion to approve the attached Board Certifications for the Monthly Budget Reports - June and July 2009, Monthly Transfers - June 2009, Payment of Bills, Cash Reports, Ratified Payrolls. (ATTACHMENT XIV-A - will be sent in final mailing)

B. Approval to Dispose of Surplus Equipment

Motion to approve the surplus equipment as attached. (ATTACHMENT XIV-B - will be sent in final mailing)

C. Approval to Apply for IDEA Funds - FY10

Motion to apply for IDEA Funds for FY10 as attached. (ATTACHMENT XIV-C - will be sent in final mailing)

D. Approval to Apply for NCLB Funds - FY10

Motion to apply for NCLB Funds for FY10 as attached. (ATTACHMENT XIV-D)

E. Approval to Apply for IDEA ARRA Funds

Motion to apply for IDEA ARRA Funds as attached. (ATTACHMENT XIV-E - will be sent in final mailing)

F. Approval to Apply for NCLB ARRA Funds

Motion to apply for NCLB ARRA Funds as attached.
(ATTACHMENT XIV-F)

G. Approval to Renew Contract - Food Service Management Company - 2009/10 School Year

Motion to renew the contract with Sodexo Food Management, Inc., Food Service Management Company, for the 2009/10 school year as follows:

1) **FEES**

General Support Services Allowance.

General Support Services allowance equal to Twenty-Seven Thousand Dollars (\$27,000.00) for the 2009-2010 contract year, payable in ten (10) equal installments of Two Thousand Seven Hundred Dollars (\$2,700.00) September through June, computed at the end of each Accounting Period and prorated for any partial Accounting Period. Partial Accounting Period shall be defined as a period of time less than one (1) month.

Management Fee. District shall pay Sodexo a Management Fee in an amount equal to Twenty Thousand Seven Hundred Five Dollars (\$20,705.00) per year payable in ten equal installments of Two Thousand Seventy and 50/100 Dollars (\$2,070.50), September through June for the 2009-2010 contract year. The Management Fee shall be calculated at the end of each Accounting Period during the school year and prorated for any partial Accounting Period. Partial Accounting Period shall be defined as a period of time less than one (1) month.

2) **GUARANTEE**

District and Sodexo shall work together to ensure a financially sound operation and shall guarantee financial results for the 2009-2010 school year as follows:

Surplus Guarantee

Sodexo guarantees that District shall receive an annual financial return of Six Thousand Seven Hundred Twenty Dollars (\$6,720.00) for the 2009-2010 school year. If the annual financial return for the Food Service Program falls short of the aforementioned amount, Sodexo shall pay

the difference to District in an amount not to exceed one hundred percent (100%) of Sodexo's annual **Management Fee and General Support Services Allowance**. Sodexo reserves the right to recover any such reimbursement made during the current contract year from that year's Surplus on a monthly basis.

H. Approval of Correction - Adult Breakfast Price - 2009/10 School Year

Motion to approve a correction to the adult breakfast price for the 2009/10 school year from \$1.30 to \$1.40.

Note: The adult breakfast price was increased from \$1.20 to \$1.30 at the July 27 meeting. However, it has come to our attention that the adult price must be \$.40 more than the student breakfast price which was increased to \$1.00.

I. Award of Bid - HVAC Vendor of Record - 2009/10 School Year

Motion to award the bid for HVAC Vendor of Record to at the following rates for the 2009/10 school year in accordance with their bid of August 11, 2009:

Bids were also received from:
(Information will be provided in final mailing.)

J. Appointment of Legal Counsel for Negotiations, Labor, and Personnel - 2009/10 School Year

Motion to appoint as Legal Counsel for Negotiations, Labor, and Personnel at the following costs effective August 24, 2009, for the 2009/10 or until a successor is appointed. Continuation of the terms of the contract beyond the fiscal is contingent upon agreement of both parties. (Interviews will be scheduled prior to August 24 meeting.)

K. Appointment of Licensed Operator - 2009/10 School Year

Motion to appoint as the Licensed Operator for the middle and primary school wells at a rate of \$ for the 2009/10 school year. (Name/rate will be inserted in final mailing.)

L. Approval of Resolution - ACES - Electric Generation Services

Motion to approve the attached Resolution to purchase electric generation services through the Alliance for Competitive Energy Services (ACES) effective August 24, 2009, through May 2014. (ATTACHMENT XIV-L)

M. Approval of Resolution - ACES - Natural Gas Services

Motion to approve the attached Resolution to purchase natural gas services through the Alliance for Competitive Energy Services (ACES) effective August 24, 2009, through May 2014. (ATTACHMENT XIV-M)

Motion By: _____ Seconded By: _____

Roll Call: _____

XV. PERSONNEL - STAFF**A. Approval of Lateral Moves - 2009/2010 School Year**

Motion to approve the following lateral moves on the UTEA Guide for the beginning of the first semester (September 1, 2009) of the 2009/2010 school year:

	<u>From</u>	<u>Annual</u>	<u>To</u>	<u>Annual</u>
Phyllis Gates	BA+15/14	\$62,085	BA+30/14	\$63,247
Susan Kosturko	MA+15/17	\$82,822	MA+30/17	\$84,049
Kim Stangle	BA/8	\$52,036	BA+15/8	\$53,183*

*Pending receipt of transcripts.

B. Approval of Mentor - Julie Pennella, Middle School Integrated Language Arts Teacher

Motion to approve Tracey LeFever-Amstutz as the mentor for Julie Pennella, Middle School Integrated Language Arts Teacher, for the 2009/10 school year.

C. Approval of Contract Offer - _____ - Kindergarten Instructional Aide - 2009/10 School Year

Motion to approve offering a contract to _____ for the position of kindergarten instructional aide at an annual salary of \$_____ for the 2009/10 school year. (Name/salary will be inserted in final mailing.)

D. Approval of Contract Offer - _____ - Kindergarten Instructional Aide - 2009/10 School Year

Motion to approve offering a contract to _____ for the position of kindergarten instructional aide at an annual salary of \$_____ for the 2009/10 school year. (Name/salary will be inserted in final mailing.)

E. Approval of Substitutes - 2009/10 School Year

Motion to approve the following substitutes for the 2009/10 school year. (Names will be provided in the final mailing.)

Motion By: _____ Seconded By: _____

Roll Call: _____

XVI. POLICY/JOB DESCRIPTIONS

Upon the Recommendation of the Policy Committee, the Superintendent, and the Business Administrator:

**A. Approval of Revisions to Policy Teaching Staff Members:
#3216 Dress and Grooming - Second and Final Reading**

Motion to approve revisions to the following policy for second and final reading:

Teaching Staff Members: #3216 - Dress and Grooming
(ATTACHMENT XVI-A - will be provided in final mailing)

B. Approval of Revisions to Job Descriptions

Motion to approve revisions to the following job descriptions for the Central Board of Education Office:

- Administrative Assistant to the Business Administrator
- Payroll/Bookkeeper
- Accounts Receivable/Accounts Payable Bookkeeper
- Human Resource Manager
- Receptionist/Secretary
- Personnel/Bookkeeper

(ATTACHMENT XVI-B)

Motion By: _____ Seconded By: _____

Roll Call: _____

XVII. TRANSPORTATION

Upon the Recommendation of the Business Administrator/Board Secretary:

A. Approval of Joint Transportation Agreement - 2009/10 School Year

Motion to enter into a Joint Transportation Agreement with Middle Township Board of Education to transport student #1332726 to/from Ocean Academy, CMCSDD, to/from a Division of Developmental Disabilities (DDD) group home in Green Creek, NJ, at a cost of \$9,300.60 for the 2009/10 school year. (\$51.67 per diem x 180 days = \$9,300.60)

Note: This motion is a correction to one previously approved at the July 27, 2009, meeting. The previous

cost of \$50 per diem was the 2008/09 cost. The cost increased by 3.34% per diem when Middle Township renewed the route with the contractor. The corrected information was received on August 4, 2009.

B. Ratify and Affirm Transportation Contract - 2009/10 School Year

Motion to ratify and affirm a transportation contract with First Student to transport student #1332548 to Y.A.L.E., Voorhees, at a cost of \$348.77 per diem effective August 13, 2009, for the remaining six days of the ESY Program. (\$348.77 x 5 = \$1,743.85 for driver and aide)

Motion By: _____ Seconded By: _____

Roll Call: _____

XVIII. PROFESSIONAL DEVELOPMENT AND RELATED EXPENSES

Upon the Recommendation of the Superintendent and Administration:

A. Approval of Travel and Related Expenses Requests

Motion to approve the attached requests for Travel and Related Expenses in an amount not to exceed \$_____.
(ATTACHMENT XVIII-A - will be provided in final mailing)

B. Approval of Internal Professional Development Requests

Motion to approve internal professional development requests in an amount not to exceed \$ _____.
(ATTACHMENT XVIII-B - will be provided in final mailing)

C. Approval of Additional Staff to Routine Business Travel - 2009/10 School Year

Motion to approve the addition of custodial staff members to Routine Business Travel for the 2009/10 school year in the amount of \$327.36. (8 custodians x 12 meetings x \$3.41 mileage = \$327.36)

Motion By: _____ Seconded By: _____

Roll Call: _____

XIX. MISCELLANEOUS

Upon the Recommendation of the Board of Education:

A. Approval of Board Goals and Objectives - 2009/2010 School Year

Motion to approve the Board Goals and Objectives for the 2009/2010 school year as attached. (ATTACHMENT XIX-A)

B. Acceptance of the Superintendent's Evaluation - 2008/2009 School Year

Motion to accept the Superintendent's evaluation for the 2008/2009 school year.

Motion By: _____ Seconded By: _____

Roll Call: _____

XX. OLD BUSINESS

XXI. NEW BUSINESS

XXII. PUBLIC COMMENTS - Any items.

XXIII. BOARD CONCERNS

XXIV. INFORMATION

Waste Water Treatment Plant Manager Report - June, 2009
(ATTACHMENT XXIV-INF - will be provided in final mailing)

XXV. RECESS INTO EXECUTIVE SESSION (If Needed)

From _____ To _____

Motion By: _____ Seconded By: _____

Roll Call: _____

XXVII. ADJOURNMENT

Motion By: _____ Seconded By: _____

Voice Vote: _____

ADDENDUM

AUGUST 17, 2009

XIV.

FINANCE

Approval of Tuition Agreement - Y.A.L.E SCHOOL EAST, Inc.

Motion to enter into a tuition agreement for student #1332851 to attend Y.A.L.E. SCHOOL EAST, INC., at a total of \$69,113.80 for the 2009/10 school year. (Tuition \$41,113.80 + Aide \$28,000.00 = \$69,113.80)