

# UPPER TOWNSHIP BOARD OF EDUCATION

525 Perry Road

Petersburg, NJ 08270

Work Session Meeting

Monday, September 21, 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. **ACTION ITEMS FOR WORK SESSION**

**FINANCE**

Upon the Recommendation of the Business Administrator/Board Secretary, approval of 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:** \_\_\_\_ **Seconded By:** \_\_\_\_

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

**PERSONNEL - STAFF**

Upon the Recommendation of the Superintendent, approval of 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.

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**Note:** 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: \_\_\_\_\_ Seconded By: \_\_\_\_\_**

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

**POLICY/JOB DESCRIPTIONS**

Upon the Recommendation of the Policy Committee, approval of 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
- (ATTACHMENT VI-WS/POL - scanned 09/16/09)**

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

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

**ACTION ITEMS FOR SEPTEMBER 28, 2009 REGULAR MEETING**

**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)
- Policy (**ATTACHMENT VIII-POL - Scanned 9/16/09**)
- Negotiations

**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.  
  
**Note:** 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).

\*Effective date is pending receipt of criminal history clearance.

**Note:** 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. (One period per day)**

**Note:** This service will be paid out of ARRA funds.

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

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

**XIV. POLICY/JOB DESCRIPTIONS**

## Work Session Agenda

September 21, 2009

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.**

**Work Session Agenda**

**September 21, 2009**

- C. A Participation Agreement for Shared Services Transportation with the Cape May 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:

- 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**)
- 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



**Work Session Agenda**

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<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. 9 Math & Science

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

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

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

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

**XXIV. ADJOURNMENT**

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

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