

Board of Education – Bordentown Regional School District

Action Meeting Agenda

May 21, 2014

**BORDENTOWN REGIONAL HIGH SCHOOL – LIBRARY
7:00 PM ~ PUBLIC SESSION**

A. CALL TO ORDER

+Document Provided
+*Consent Agenda Item

Sunshine Law Statement:

In compliance with the Open Public Meetings Act, this is to announce that adequate notice of this meeting was provided in the following manner:

Schedule of meetings to be held from January 22, 2014 through December 10, 2014 was conveyed to the *Burlington County Times*, *Register News*, and the *Trenton Times* on January 6, 2014.

The Secretary will enter this public announcement into the minutes of this meeting.

B. FLAG SALUTE/SILENT REFLECTION

C. ROLL CALL

D. EXECUTIVE SESSION (if Necessary)

RESOLUTION:

WHEREAS, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting; and

WHEREAS, the Board of Education of Bordentown Regional School District (“Board of Education”) has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the regular meeting of the Board of Education will reconvene following the end of the closed session, approximately 7:00 pm this evening.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

_____ Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public (Provision relied upon: _____);

_____ Any matter in which the release of information would impair a right to receive funds from the federal government;

_____ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy;

_____ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body (Specify contract: _____);

_____ Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

_____ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

_____ Any investigations of violations or possible violations of the law;

_____ Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer (If pending or anticipated litigation, the matter is entitled: _____)

(If contract negotiation, the nature of the contract and interested party is _____)

Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the Board of Education’s position in the litigation or negotiation, this information may be withheld until such time that the matter is concluded or the circumstances no longer present a potential impact);

_____ Any matter involving the employment, appointment, termination of employment, terms and conditions of employment,

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evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting (Subject to the balancing of the public's interest and the employee's privacy rights under *South Jersey Publishing*, 124 N.J. 478, the employee(s) and nature of discussion is _____);

_____ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.

BE IT FURTHER RESOLVED that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board of Education Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

I, Mr. Eloi Richardson, Board Secretary do hereby certify the above to be a true and correct copy of a resolution adopted by the Bordentown Regional School District, Board of Education at its meeting held on 1/2/2014.

_____, Board Secretary

E. PUBLIC FORUM – FOR AGENDA ITEMS ONLY

Members of the public are invited to submit comments pertaining to educational matters during the public comment portion of this meeting. Please report to the microphone and state your name and address for the record prior to addressing the Board of Education. The board, pursuant to *Open Public Meetings Act*, will not publicly discuss personnel matters and may choose not to respond to comments made by members of the public during this portion of the meeting; however, the board will give all comments appropriate consideration and will refer all initial complaints to the administration for resolution

Please be aware that all Board employees retain the right of privacy and shall retain all rights against defamation and slander according to the laws of New Jersey. The Board shall not be held liable for comments made by members of the public. The maximum time per member of the public shall be **five (5) minutes** and limited to a **thirty (30) minute total**. Please state your name and address for the record.

F. RECOGNITION/PRESENTATION

+Mrs. Elizabeth Brotherton has been selected for the New Jersey Teacher Advisory Panel (NJTAP)

G. STUDENT REPRESENTATIVES

Ms. Leighanna Ritter

H. UNFINISHED BUSINESS

I. CONSENT AGENDA APPROVAL (R.C.*)

1. *+Motion to approve Travel/Mileage reimbursement request
2. *+Motion to approve AED (Automated External Defibrillator) Emergency Action Plan for the District
3. *+Motion to approve Substitute List
4. *+Motion to approve Special Education Student Placements
5. *+Motion to approve Special Meeting Minutes and Executive Session Minutes, 4/14/14, 4/16/14, and 4/28/14.
6. *+Motion to approve Bill List, April 2014
7. *+Motion to approve Board Secretary/Treasurer Report, April 2014
8. *+Motion to accept Director of Special Services Report, April 2014

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9. *+Motion to accept Enrollment & Principal Reports

BRHS	743
BRMS	566
MIS	406
CBS	251
PMS	605
	2,571

J. COMMITTEE REPORTS

1. Negotiations Committee Meeting, May 12, 2014 – Ms. Ellen Wehrman, Chair
2. Buildings and Grounds Committee Meeting, May 20, 2014 – Mr. Timothy Hartmann, Chair

K. SUPERINTENDENT'S REPORT

1. Motion to accept HIB Report & Determinations (**No incidents to report at this time**)

School	# of Reports	# of HIB
CBS	0	0
PMS	0	0
MIS	0	0
BRMS	0	0
BRHS	0	0
TOTAL:	0	0

L. CURRICULUM REPORT

1. +Motion to approve field trip proposals for the 2014-15 school year.

M. PERSONNEL REPORT

Appointments, Per Superintendent's Recommendation:

Resolution: Criminal History Check

The following staff, positions, and salaries are appointed for emergent hiring pending completion and certification of the State of New Jersey criminal history check. Affidavit(s) is (are) from the applicant(s) attesting to no criminal record are in the Superintendent's possession. Staff to whom this resolution applies are noted in **bold** print.

1. Motion to accept resignation of Ms. Joan Gratton, due to retirement, from the position of Instructional Aide, effective July 1, 2014.
2. +Motion to approve salary increases for non-represented staff, effective July 1, 2014.

Chavis, Ryan	\$20,036
Cumming, Daniel	\$78,922
Eldridge, Theodore	\$63,862
Fryc, Lori	\$48,423
Henrie, Seth	\$43,155
Kotelnicki, Joanne	\$70,384
Limani, Lisa	\$49,236
Moore, William	\$31,287
Pina, Ricardo	\$69,880
Schlupp, Sharon	\$50,884
Senachai, Charlene	\$43,434
Stewart, Andrew (Promotion to Manager)	\$62,000
Usilton, Brian	\$74,407

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3. Motion to approve the following staff members as Instructional Aides in the Extended School Year program at PMS. Program will operate 8:30-1:00, July 1 through July 31, 2014, Monday through Friday, with exception of July 4. Staff will be compensated at their per diem rate, pro-rated for hours actually worked each day.
 - a. Kathy Tilghman
 - b. Terrance Degnon
 - c. Dawn Craft
4. Motion to approve Ms. Jodie Glenn as a substitute teacher for the Extended School Year program, 8:30-1:00, July 1 through July 31, 2014, Monday through Friday, with exception of July 4. Ms. Glenn will be compensated at her per diem rate, pro-rated for hours actually worked each day.
5. Motion to approve the following staff members/room assignments for the Summer Basic Skills program, July 7, 2014 through July 31, 2014, four days/wk. (Monday through Thursday) 9:00 – 12:00 at PMS. Funding provided through NCLB grant.

<u>Staff Member</u>	<u>Grade Level</u>	<u>Room Number</u>	<u>Stipend</u>
Lauren Brandimarto	K	TBD	2000.00
Melanie Stokes	K	TBD	2000.00
Barbarann Mazza	1	TBD	2000.00
Jess Silva	1	TBD	2000.00
Dawn Medici	1	TBD	2000.00
Betsy Wonderlin	2	TBD	2000.00
Alexandra Guido	2	TBD	2000.00
Donna Sensi	3	TBD	2000.00
Kristin Henry	3	TBD	2000.00
Colette Campellone	4/5	TBD	2000.00

Rooms for approval: 121, 201, 203, 205, 209, 211, 212, 214, 302, 412, 507, 508

6. Motion to approve the following staff members/room assignment for the English as a Second Language program, July 7, 2014 through July 31, 2014, four days/wk. (Monday through Thursday 9:00-12:00 at PMS. Funding provided through NCLB grant. The instructor will incorporate thematic field trips into the weekly schedule which may extend their Thursday hours to 9:00-2:00.

<u>Staff Member</u>	<u>Grade Level</u>	<u>Room Number</u>	<u>Stipend</u>
Jan Wilson	ESL K-3	105	2000.00

7. Motion to approve Ms. Megan Sirak as an Usher/Tech for CDA, effective May 1, 2014, with an hourly wage of \$12.00/hr.
8. Motion to approve Ms. Nicole Pucci as a long term leave replacement at PMS. Ms. Pucci will be compensated in accordance with the long term, per diem, substitute pay scale from May 7, 2014 through June 20, 2014. This replaces a current substitute.
9. **+Motion to approve Mr. Carlos Benitez as a part-time night custodian, effective as soon as all paperwork is complete, 25 hours/wk, Step 1, with a pro-rated salary of \$20,725. (\$20,296 +\$429/night) This replaces a current vacancy.**

N. BUSINESS, FINANCE & OPERATIONS

1. Motion to approve the following annual appointments for the 2014-15 school year:
 - a. +The firm of John Maley, CPA, as the District’s independent auditor, at a fee not expected to exceed \$32,120 (unchanged from prior year) for the annual FY 2013-14 audit; any additional services requested, (i.e.: required annual Securities and Exchange Commission filings on the District’s outstanding bonds) will be billed at a standard rate of \$130 per hour.

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- b. +Mr. Joseph Krawiec as the district’s Architect of Record, at an hourly rate of \$145 for services, with annual fee not to exceed \$10,000. (Prior year rate of \$140 per hour). **(pending committee approval prior to meeting)**
 - c. +The firm of EJA Associates as the District’s Insurance Broker of Record for property, casualty, and workers’ compensation services, at no additional out-of-pocket cost.
 - d. +Lourdes Medical Associates, PA as the District’s school physician, at a fee of \$25,000 (No increase from SY13/14).
 - e. Wage Works and Aflac, jointly, as brokers and administrators for the District’s tax shelter annuity and flexible spending account programs at no additional out-of-pocket expenses.
 - f. Mr. Eloi Richardson, School Business Administrator, as Purchasing Agent Compliance Officer and as Board Secretary at no additional cost.
 - g. Mr. Brian Usilton, Facility Director as Asbestos Management and PEOAS Officer; Integrated Pest Management Coordinator; and Indoor Air Quality Designee
 - h. Daniel Riether as Affirmative Action Officer, per PL 1975, c.127 at a stipend of \$2,000 per year; no increase.
 - i. Mr. Daniel Cumming, as web-master for the district’s website, at a stipend of \$5,000 per year; no increase
 - j. Christina Zack as Child Study Team Coordinator/Homeless Liaison, at a stipend of \$7,300 per year (Prior year: \$7,300)
 - k. Melissa Guido as NJSMART data coordinator at a her hourly pay rate of \$26.73 for up to 40 hours per month, (estimated annual cost of up to \$12,850.00)
 - l. Stephanie Ashton as PowerSchool data coordinator at a rate negotiated of \$35.89 for up to 25 hours per month (estimated annual cost of up to \$9,000)
 - m. Helen (“Nell”) Geiger as the Substance Abuse Coordinator (SAC) at no additional cost
2. Motion to approve the following annual adoptions and/or contracts for the 2014-2015 school year on an as needed basis:
- a. Establish a maximum district-wide travel limit of \$60,000 as required by N.J.A.C. 6A:23A
 - b. Within the maximum district-wide travel limit, pre-approve annual limits for “regular business travel” for employees whose duties require such, as permitted by Board Policy #9250 and NJAC 6A:23A-7.3(b). Cumulative reimbursements for “regular business travel” up to the specified individual limits shown below would be deemed pre-approved by the Board; any cumulative amounts in excess of these individual limits during the year will require Board approvals prior to reimbursements. These employees will still need to submit proper evidence of their “regular business travel”. Moreover, any employee incurring allowable expenses may request reimbursement, which will be submitted for Board approval. The specific employees with such Board pre-approval as stipulated above are as follows:

At annual maximum of up to \$300.00 each:

➤ Barrera, Jane	➤ Kittel, Christina
➤ Callahan, Kristin	➤ McNeil, Diana
➤ Chen, Jackie	➤ Mizerak, Dianne
➤ Corbin, Doug	➤ Montalto, Michael
➤ Corey, Xiaofan	➤ Moore, William
➤ Costigan, Patricia	➤ Pina, Ricardo
➤ Covington, Ernest	➤ Priano, Michael
➤ D’Antoni, Christina	➤ Rivera, Amy
➤ Ehner, Denise	➤ Sigler, Adrienne
➤ Esposito, Donna	➤ Sullivan, Louise
➤ Finn, Courtney	➤ Tremel, Shannon
➤ Geiger, Helen	➤ Vieira, Robert

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➤ Hansalia, Sima	➤ Walker, Kim
➤ Henry, Michele	➤ Wills, Allison
➤ Kafer, Jennifer	➤ Wingo, Jillian
➤ Katz, Gail	➤ Zack, Christina

At annual maximum of up to \$420.00 each:

➤ Cumming, Daniel	➤ Lymper, James
➤ Henrie, Seth	➤ Stewart, Andrew

At annual maximum of up to \$700.00 each:

➤ Mohacsi, Suzann

At annual maximum of up to \$850.00 each:

➤ Sprague, Joseph

- c. Payment of bills between Board Meetings, as permitted by N.J.S.A. 18A:19.4.1
- d. Establishment of Petty Cash funds of \$125 for each school as well as the Superintendent's; Business; Special Education; Maintenance central offices; \$200 for Transportation services; \$200 for CDA, to more closely reflect their respective experiences. All petty cash reimbursements continue to require appropriate supporting documentation.
- e. +Tuition revenue contract for \$794,019 with New Hanover Public School for its high school students attending the District. This amount is reflective of tuition for 2014-15 based on a 2% adjustment of the FY 2013-14 billing, less a net refund adjustment of \$40,331 applicable to FY12-13 due to actual full year enrollment being lower than initially estimated.
- f. +Procurement of goods and services utilizing State contracts when deemed cost-justified.
- g. + Procurement of goods and services utilizing Middlesex County ESU ("Coop") when deemed cost-justified.
- h. +Professional Services Agreement with Burlington County Special Services School District/Educational Services Unit (ESU) for the 2014-2015 school year.
- i. Renew contract with Clintar, NJ to provide lawn maintenance services for all of the District's schools, at an annual amount of \$60,440 (same price as per the bid awarded 5/22/2013 for SY 2013-14 which provides for an annual renewal).
- j. +Approve 1st Addendum/renewal of the Food Service Management Contract with Sodexo (representing 2nd year of a contract awarded 5/22/2013 via a bid, commencing for SY 2013-14, and subject to up to 4 annual renewals) for the following fees and guarantees, which are unchanged from FY13-14:
 - **General Support Services Allowance:** General Support Services Allowance equal to \$47,000.00 for the 2014-15 contract year, payable in ten equal installments of \$4,700.00 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 month.
 - **Management Fee:** District shall pay Sodexo a Management Fee in an amount equal to \$30,000 per year payable in 10 equal installments of \$3,000.00, September through June for the 2014-15 contract year. The Management Fee shall be calculated at the end of each Account 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 month.
 - **Surplus Guarantee:** Sodexo guarantees that District shall receive an annual financial return of \$50,000 for the 2014-15 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 100% of Sodexo's annual Management Fee. Sodexo reserves the right to recover

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any such reimbursement made during the current contract year from that year's surplus on a monthly basis.

- k. +American Appraisal, to renew the fixed asset management agreement in the amount of \$1,550.00 (No change).
- l. +J.P. Pest Services, to renew the district pest control contract at \$3,897 (no increase from prior year).
- m. Approve continuation of services from the following outside providers (fees are for the 2013-14 school year and may change for the 2014-15 school year):
 - 1) Audiology Partners
851 Route 73 North, Suite B
Marlton, NJ 08053
Re: Central Auditory Processing Assessments
Cost \$405
 - 2) Audiology Dept. at Robert Wood Johnson
5 Hamilton Health Place
Hamilton, NJ 08690
Re: Central Auditory Processing Assessments
Cost \$595
 - 3) Dr. Jesse Mintz
10-D Auer Court
East Brunswick, NJ 08816
Re: Neurological Assessments
Cost \$450
 - 4) The Center for Neurological and Neurodevelopmental Health (CNNH)
250 Haddonfield-Berlin Road, Suite 105
Gibbsboro, NJ 08026
Re: Neurological Assessments
Cost \$550
 - 5) Dr. Jagwinder S. Sandhu
194 N Harrison Street
Princeton, NJ 08540
Re: Psychiatric Evaluations
Cost \$450
 - 6) Language Services Consultants
P.O. Box 412
Ardmore, PA 19003
Re: Interpreting
Cost \$70/hour, plus mileage, tolls, administrative fees
 - 7) The Jewish Family & Children Services of Southern New Jersey
1301 Springdale Road, Suite 150
Cherry Hill, NJ 08003
Re: Vocational Assessments
Cost \$1,200
 - 8) Dr. Barbara Leech
1218 Brinton Circle
West Chester, PA 19380
Re: Neuropsychological Assessments
Cost \$1,400

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The following providers for emergency psychiatric services:

9) Dr. Mala Gupta
Centra Professional Corporation
Marlton, NJ
Cost \$450

10) Dr. Alexander Strauss
Centra Professional Corporation
Marlton, NJ 08053
Cost \$450

11) Dr. Christopher Lam
South Jersey Psychopharmacology
Cherry Hill, NJ
Re: \$450

- 3. +Motion to accept Board Secretary’s Monthly Certification: Budgetary Line Item Status and Budgetary Major Account/Fund Status for April, 2014.
- 4. +Motion to approve Transfer of Funds.
- 5. +Motion to approve the change of medical providers to AmeriHealth of New Jersey, effective July 1, 2014; (Resolutions 1 & 2)
- 6. Motion to approve breakfast/lunch prices for 2014-2015 (no changes from prior year):

Breakfast-BRHS	Daily	\$1.85	[\$ 9.25 per week]
Breakfast-BRMS	Daily	\$1.60	[\$ 8.00 per week]
Breakfast-Elementary	Daily	\$1.35	[\$ 6.75 per week]
Lunch-BRHS	Daily	\$3.05	[\$15.25 per week]
Lunch-BRMS	Daily	\$2.75	[\$13.75 per week]
Lunch-Elementary	Daily	\$2.55	[\$12.75 per week]
Adult	Daily	\$3.85	[\$19.25 per week]
Reduced breakfast: \$.25 per day			
Reduced lunch: \$.40 per day			
- 7. +Motion to participate in the bidding renewal process by the Alliance for Competitive Energy Services (ACES) for retail natural gas services for the period June 2014 to December 2014. By this resolution, the District would also permit ACES to seek requests for proposals/bids from time to time. Per ACES, members are expected to save approximately 20% on average as compared to regular tariff prices for gas supply and the coop will issue a new bid for services beginning in January 2015.
- 8. Motion to approve transportation, one bus and a driver, to visit Play & Learn (a Day Care Center at our local church in Bordentown) to go to their school on June 2, 2014 from 10:00 am to 10:30 am and give the students a brief discussion on the safety rules for riding the school bus. This has been an activity that we have been doing for them in the past at no charge
- 9. Motion to approve the following School Bus Emergency Evacuation Drills. As per NJAC 6A:27-11.2, school bus evacuation drills must be board approved. Bus Evacuations were conducted on the following dates:
 - a. On April 22, 2014 at BRHS, 318 Ward Ave. Routes 5, 8, 1, 16, 6, 19, 15, 21 22, 10, 24, & 96. Overseeing the drill was Security Personnel and Administration.
 - b. On April 23, 2014 at 7:50am at BRMS, 50 Dunns Mill Rd., Routes 35, 51, 38, 47, 33, 46, 49, 41, 31, 32, 45, 36 & 96A. Overseeing the drill were Security Personnel, School Principal, Assistant Principal, & School Staff.
 - c. On April 24, 2013 at 8:25am at CBS & MIS, 100 Crosswicks Street, Routes 56, 61, 67, 44, 66, 52, 65, 54 & 96B. Overseeing the drill were the School Principal, School Staff & Security Personnel.
 - d. On April 25, 2014 at 9:00 am at PMS, 323 Ward Ave. Routes 87, 88, 81, 78, 89, 83, 73, 76, 79, 72, 77, & 96C. Overseeing the drill were the School Principal, Vice Principal, School Staff, & Security.

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10. Motion to submit an amendment to the 2014 IDEA grant. This amendment reflects the addition of an allocation of \$1,395 in non-public funds which were carried over from the 2013 IDEA grant.

O. POLICY

P. DISCUSSION/INFORMATION ITEMS

Q. PUBLIC COMMENTS

Members of the public are invited to submit comments pertaining to educational matters during the public comment portion of this meeting. Please report to the microphone and state your name and address for the record prior to addressing the Board of Education. The board, pursuant to *Open Public Meetings Act*, will not publicly discuss personnel matters and may choose not to respond to comments made by members of the public during this portion of the meeting; however, the board will give all comments appropriate consideration and will refer all initial complaints to the administration for resolution

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R. NEW BUSINESS

S. ADJOURNMENT