

Board of Education – Bordentown Regional School District

Action Meeting Agenda

December 10, 2014

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

A. CALL TO ORDER

+Document Provided

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

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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, 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

1. Recognition of the 2014 retiring Board Members
2. +FY 2013-14 Audit Presentation and discussion of Audit recommendations – Mr. John Maley (District Auditor) [Note: Comprehensive Annual Financial Report, “CAFR”, previously distributed to Board members and posted on District’s website]
3. +Motion to accept the CAFR and related Corrective Action Plan for FY 2013-14
 - Pupil Transportation [Related to Aid-In-Lieu processing] – Preparation processes will include secondary reviews and verification of reporting eligibility.

G. STUDENT REPRESENTATIVES

Ms. Samantha Pagnani

H. UNFINISHED BUSINESS

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I. CONSENT AGENDA APPROVAL

1. +Motion to approve Travel/Mileage reimbursement requests
2. +Motion to approve Minutes and Executive Session Minutes, November 12, 2014
3. +Motion to approve Board Secretary/Treasurer Report, November 2014
4. +Motion to approve Substitute List
5. +Motion to approve Bill List
6. +Motion to approve Special Education Student Placements
7. +Motion to accept Director of Curriculum and Instruction Report
8. +Motion to accept Director of Special Services Report
9. +Motion to accept District Support Staff Report
10. +Motion to accept Enrollment & Principal Reports:

BRHS	743
BRMS	574
MIS	402
CBS	245
PMS	607
	2,571

J. COMMITTEE REPORTS

1. Personnel Committee Meeting, 11/12/14 – Mr. Steven Heberling, Chair
2. +Finance Committee Meeting, 11/20/14 – Mr. Timothy Hartmann, Chair
3. Negotiations Committee Meeting, 12/3/14 – Ms. Ellen Wehrman, Chair

K. SUPERINTENDENT’S REPORT

1. Presentation by Mr. James Lymper on testing
2. **+Motion to approve 2014-2015 Progress Targets Action Plan Assurances**
3. +Motion to accept HIB Report & Determinations (**Data chart to be updated prior to meeting**)

School	# of Reports	# of HIB
CBS	1	0
PMS	0	0
MIS	1	1
BRMS	0	0
BRHS	<u>7</u>	<u>5</u>
TOTAL:	<u>9</u>	<u>6</u>

L. CURRICULUM REPORT

1. Motion to approve a field trip for 8th grade students taking Spanish at Bordentown Regional Middle School to The Brook Art Center in Bound Brook, New Jersey on April 15, 2015 to see two Hispanic Flamenco Ballet performances. The cost is \$34.57 per student, including transportation and an authentic Cuban lunch.
2. Motion to approve the BRHS PANDA Club to do a presentation to BRMS 8th grade students regarding the dangers of the use and abuse of alcohol and drugs in the Spring of 2015
3. Motion to approve the BRHS PANDA Club to do a presentation at MIS to the 4th and 5th grade students about building self-esteem and making healthy decisions.
4. Motion to approve BRHS PANDA Club members and members of the BRHS Vocal Tech to share their musical talents with Bordentown’s senior citizen community at the Morris Hall in December, 2014.

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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, with best wishes, due to retirement, of Ms. Louise Sullivan from the position of Director of Special Services, effective August 1, 2015.
2. Motion to accept resignation of Ms. Cindy Wagstaff from the position of Activity Points Advisor effective immediately.
3. Motion to accept resignation from Mr. Matthew Gens as Yearbook Co-Advisor and Yearbook Business Co-Advisor, effective January 15, 2015.
4. +Motion to approve **Mr. Joseph Slavin** as interim BRMS Principal (\$400/day for a term commencing December 17, 2014 and ending April 30, 2015, or until such time as a new Principal assumes his/her duties, whichever is sooner)
5. **Motion to approve Ms. Julie Pone as the BRHS Yearbook Co-Advisor and Yearbook Business Co-Advisor, effective January 15, 2015, Step 1 with a stipend of \$1,308.50 for Yearbook Co-Advisor and \$542.00 for Business Co-Advisor.**
6. **+Motion to approve Ms. Julie Moller as a long term leave replacement at BRMS. Ms. Moller will be compensated in accordance with the long term leave replacement pay scale from January 15, 2015 through May 21, 2015. Approximately April 21, 2015, Ms. Moller will go on Step 1, BA with a pro-rated salary of \$50,982.**
7. +Motion to approve **Ms. Rachel Tovar** as BRHS Choreographer for the 2014-15 school year with a stipend of \$1,100.
8. Motion to approve **Ms. Rebecca Jones** as a Before/After School Counselor for the CDA program, effective as soon as all paperwork is completed with an hourly salary of \$12/hr.
9. Motion to approve Mr. Brian Wheeler as an assistant Winter Track Coach. Mr. Wheeler will be splitting the stipend with the other assistant Track Coach as follows:
 - a. Mr. Joseph Minch, Step 3, \$2,492.00 (previously approve as assistant coach on 7/16/14)
 - b. Mr. Brian Wheeler, Step 1, \$2,018.50
10. Motion to approve the following staff members/room assignments for the After School Basic Skills program. Funding is partially provided through the NCLB grant. Instructors will perform targeted small group instruction 3 days a week (Tuesday through Thursday) immediately following the school day. This program will run from January 13, 2015 through March 19, 2015 at Peter Muschal, Clara Barton and MacFarland Schools.

<u>Staff Member</u>	<u>Grade Level</u>	<u>Room Number</u>	<u>Stipend</u>
Colleen Ferrarese	1	CBS 120	\$1275.00
Alexandra Guido	2	CBS 207	\$1275.00
Debbie McKown	3	CBS 203	\$1275.00
<u>Britlyn Greimel (2 days) and Melissa Oliver (1 day)</u>	<u>1</u>	<u>PMES 212</u>	<u>\$1275-to be split B. Greimel (\$850) and M. Oliver (\$425)</u>
TBD	2	TBD	\$1275.00
TBD	3	TBD	\$1275.00
TBD	4	TBD	\$1275.00
TBD	5	TBD	\$1275.00

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11. Motion to approve the following staff members/room assignments for the English as a Second Language after school program. Funding is provided through the NCLB grant. The instructor will perform targeted small group instruction 3 days a week (Tuesday through Thursday) immediately following the school day. This program will run from January 13, 2015 through March 26, 2015 and the week of April 14, 2015.

<u>Staff Member</u>	<u>Grade Level</u>	<u>Room Number</u>	<u>Stipend</u>
Jan Wilson	ESL (PMES)	PMES 115	\$2000.00
Taylor Gilbert	ESL (CBS/MIS)	ESL Office and Library/Computer Lab	\$2000.00

12. Motion to approve the following teachers to lead the BRMS After-school Basic Skills Program. These staff members will be paid through funds from the NCLB grant. Each staff member will receive \$850 at the conclusion of each session. Each session will run for 6 weeks – January through March, 2015.

<u>Session</u>	<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
1 st Session (Math) 1/13-2/17	C. Ortu	S. Blue	E. Voshell
2 nd Session (LA) 2/17-3/24	P. Ridolfi	M. Blask/J. Borek (split stipend \$425 each)	K. Fitzsimmons

13. Motion to approve Ms. Toby Sebelist, guidance counselor at BRMS and student of Rowan University, to complete 70 hours of field experience toward her ESL certification in Bordentown Regional School District during the second semester. Ms. Sebelist plans to complete these hours during her lunch period and in after-school and night programs.
14. Motion to approve Ms. Melissa D’Ascoli, a Rider University student, to be a student teacher at BRMS under the mentorship of Ms. Stephanie Kohnke, January 26, 2015 through May 7, 2015.
15. Motion to approve Ms. Noelle Boyer, a William Patterson student, to complete her practicum February 2, 2015 through April 27, 2015 under the mentorship of Ms. Kristen Kenna at PMS. They will meet 1-2 days a week.
16. Motion to approve Ms. Courtney Braconi, a William Patterson student, to complete her practicum February 2, 2015 through April 27, 2015, under the mentorship of Ms. Melissa Boyle. They will meet 1-2 days a week.
17. Motion to approve Ms. Krystina Novembre, a William Patterson student, to complete her practicum February 2, 2015 through April 27, 2015, under the mentorship of Ms. Melissa Boyle. They will meet 1-2 days a week.
18. **Motion to approve Ms. Dawn Craft to provide aide support to two children at the BRMS student/staff basketball game on 12/22 from 3:00-5:00. Student’s IEPs require aide support. Compensation will be in accordance with the negotiated rate.**
19. **Motion to approve to hire a 1:1 aide through Mission 1 to support a newly classified student with Autism who will be placed in the Preschool class, effective ASAP.**
20. **Motion to approve Ms. Kristin Callahan to deliver 20 hours of reading instruction to a high school student, after school. Schedule to be determined by Ms. Callahan and the student’s parent. Compensation is in accordance with the negotiated agreement.**

INFORMATION

21. **+JOB POSTINGS:** BRMS Teacher of Mathematics, Maternity Leave Replacement – Instructor for After-School ESL Program, two positions – Instructor for After-School Literacy and Math Support Program – F/T Kindergarten Special Education at CBS – F/T Special Education Grade 3 at CBS – 8 Stipend Positions for Instructors for After School Special Education Program Grades 3-8 – BRHS Supplemental Reading Teacher, 20 hours only – BRHS Activity Points Advisor –

N. BUSINESS, FINANCE & OPERATIONS

- +Motion to accept Board Secretary’s Monthly Certification: Budgetary Line Item Status and Budgetary Major Account/Fund Status at November 30, 2014.
- +Motion to approve Transfer of Funds.

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- 3. Motion to approve one out-of-district placement to Titusville Academy with a pro-rated tuition of \$47,341, effective 12/4/14.
- 4. Motion to approve one out-of-district placement to BCSSSD, Behavior Disabilities Program, with a pro-rated tuition of \$37,345, effective 12/5/14.
- 5. +Motion to re-enroll in the Special Education Medicaid Initiative (SEMI) program as required by the NJ Division of Medial Assistance and Health Services, in order for the District’s current Medicaid Provider number to remain active.
- 6. +Motion to approve CDA’s operational/fiscal budget for FY 15-16 [Details previously provided to Board]
- 7. +Motion to revise the base daily pay rate for instructional aides contracted via Mission One from \$78 to \$90, exclusive of any related administrative fees, per analysis by the Office of Special Services of competitive difficulties experienced in securing such staff. [Details previously provided to Board]
- 8. +Motion to approve the armored courier service agreement with Eastern Armored Services for the period beginning January 1, 2015 to December 31, 2015 at a rate of \$315 per month (annualized \$3,780). Prior rate for CY 2014 was \$288 per month or \$3,456 per annum.
- 9. +Motion to approve participation in the Alliance for Competitive Energy Services (ACES) contract with Direct Energy Business Marketing, LLC DBA Direct Energy Business to provide natural gas services to the district beginning March 2015 for a 21 month term.
- 10. +Motion to acquire by lease-purchase a utility tractor to replace one that has been in service for nearly 20 years and is no longer deemed cost-justified/effective to meet the District’s core operational needs, from CAAMPS Hardware & Lawn Products, Inc., via the cooperative pricing system operated by Middlesex Regional Educational Service Commission, at a lease-purchase price not to exceed \$1,200 per month over 36 months (\$14,400 per annum). This lease purchase was included in the adopted budget for FY 14-15.
- 11. Motion to approve to submit an amendment to the 2015 IDEA grant. The amendment reflects a carryover of funds from the 2014 IDEA grant. Specifically carryovers include:

IDEA Program	Original	Amendment (a)	Amended
Basic	\$541,192	\$11,871	\$553,063
Pre School	25,344		25,344
Total	\$566,536	\$11,871	\$578,407

(a): This total represents non-public funds; \$1,395 that can now be reallocated to district use in FY14/15 and \$10,476 for use in subsequent years.

- 12. Motion to approve the following school bus emergency evacuation drills as per NJAC 6A:27-11.2.
 - a. On October 21, 2014 at 7:15 am BRHS, 318 Ward Ave. Routes 5, 8, 1, 2, 16, 6, 19, 15, 21 22, 10, 24, & 96. Overseeing the drill was Security Personnel and Administration.
 - b. On October 29, 2014 at 7:50 am at BRMS, 50 Dunns Mill Rd., Routes 35, 51, 38, 47, 33, 46, 49, 36, 31, 32, 45, 41 & 96A. Overseeing the drill were Security Personnel, School Principal, Assistant Principal, & School Staff.
 - c. On November 5, 2014 at 8:25 am at CBS & MIS, 100 Crosswicks Street, Routes 56, 61, 67, 66, 44, 52, 65, 54 & 96B. Overseeing the drill were the School Principal, School Staff & Security Personnel.
 - d. On October 24, 2014 at 9:00 am at PMS, 323 Ward Ave. Routes 87, 78, 81, 88, 89, 83, 73, 76, 79, 72, 77, & 96C. Overseeing the drill were the School Principal, School Staff, & Security.
- 13. Motion to approve the following Joint Agreements payable to Bordentown Regional School District:
 - Lumberton Middle School**
(This is a change from previous approval due to now transporting to and from school)
 - a. To transport one student to and from Lumberton Middle School, Route # 51-A, effective September 5, 2014 to June 19, 2015, Total cost \$19,372.50.

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Northern Burlington School District

- a. To transport one student to and from Children’s Center in Monmouth, Route # 105, effective October 29, 2014 to June 30, 2015, Total cost \$23,607.48.

- 14. Motion to approve the following Joint Agreements payable to other school districts:

Hamilton Township School District

(This is a change from previous approval due to student not using transportation.)

- a. To transport one student from St. Gregory the Great Academy, effective September 2, 2014 to June 30, 2015, No cost.

Pemberton School District

- a. To transport one student from Katzenbach School, effective September 1, 2014 to June 30, 2015, Total cost \$2,300.78.

Burlington County Special Services School District

- a. To transport one student to and from Yale School in Cherry Hill, Route # F09 YALE CH, effective September 1, 2014 to June 30, 2015, Total cost \$31,050.00.

Northern Burlington School District

- a. To transport one student to and from Bridge Academy in Lawrenceville, Route # BRAC1, effective September 8, 2014 to June 30, 2015, Total cost \$9,695.70.

Florence School District

- a. To transport two students to and from Burlington County Institute of Technology in Medford, Route #A 14, effective September 1, 2014 to June 30, 2015, Total cost \$8,440.00.

Burlington Township School District

- a. To transport one student to and from Eden School in Princeton, Route #Eden, effective September 1, 2014 to June 30, 2015, Total cost \$21,136.00.
- b. To transport three students to Burlington County Alternative High School, Route #BCAHS, effective September 1, 2014 to June 30, 2015, Total cost \$2,764.00.

INFORMATION

- 15. Reference to Motion 4, from November 12, 2014: Lease terms with Sharp Business Systems were finalized at \$1,974 per month, exclusive of overage charges, over 36 months at 0% interest. The motion estimated up to \$2,600 per month (versus \$2,895 on the expiring lease). The new copiers were delivered and placed in service on 12/02/2014.

O. POLICY

P. DISCUSSION/INFORMATION ITEMS

- 1. Board Reorganization Meeting, January 7, 2015 at 7:00 PM
- 2. +2015-16 Single Sheet Calendar Draft

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. 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** minutes. Please state your name and address for the record.

R. ADJOURNMENT