

1. MEETING OPENING

At 6:35 PM, Mrs. Brownhill, in accordance with the provisions of the Open Public Meetings Act, that Mullica Township Board of Education has called notice of this meeting to have been published by having the date, time and location thereof, filed with the Township Clerk and the Atlantic County Superintendent of Schools, as well as, posted on the Town Hall bulletin board and in the news media.

Present: Mrs. Brownhill, Mrs. Jacobo, Mrs. Kurtz, Mrs. Quattrone, Mrs. Werner, Mrs. Wyld

Absent: Dr. Naylor, Mr. Roehnert, Mrs. Werner and Mr. Winterbottom

Also in attendance: Mr. Weber, Superintendent; Ms. Gfroehrer, School Business Administrator/Board Secretary and Mrs. Amy Elco, Solicitor.

2. EXECUTIVE SESSION

A. Executive Session

Motion by Mrs. Jacobo and seconded by Mrs. Kurtz;

RESOLVED, that Mullica Township Board of Education shall meet in Executive Session for the purpose of discussing **HIB, Personnel, Attorney/Client Privilege**.

FURTHER RESOLVED, That the discussion of such subject matters in Executive Session will be disclosed to the public when the matter has been resolved, unless such is otherwise prohibited by law.

Motion approved unanimously

TIME: 6:38 PM

B. Resume Public Portion of Meeting

Motion by Mrs. Jacobo and seconded by Mrs. Kurtz to resume the public portion of the agenda.

Motion approved unanimously

TIME: 7:00 PM

C. Flag Salute - Mrs. Brownhill led the flag salute

3. PRESENTATIONS

NJSLA/LinkIt Benchmark Data Presentation by Mr. Scott Sarraiocco

4. BOARD OF EDUCATION BUSINESS

A. Old Business

B. New Business

C. Committee Reports

1. Curriculum/Policy Committee

Mrs. Kurtz spoke about benchmark assessments, policies and Exact Path

2. Finance/Operations Committee

Mrs. Brownhill reported on the parking lot, the sewer plant/leach field, CMP, audit, rubber mulch and ACES staffing

3. Personnel/Negotiations Committee

Mrs. Quattrone spoke about preschool teachers, ACES positions and job descriptions

D. Correspondence - NONE

E. Update - NONE

5. COMMENTS FROM THE PUBLIC AND STAFF ON AGENDA ITEMS ONLY - NONE

6. MINUTES

A. Regular and Executive Session Minutes

Motion by Mrs. Jacobo and seconded by Mrs. Kurtz;

APPROVE, the regular and executive session minutes for September 25, 2019.

Motion approved with Mrs. Wyld abstaining.

7. RECOMMENDATIONS OF THE SUPERINTENDENT - MONTHLY REPORTS

A. Monthly Reports

1. Superintendent Report
2. Elementary School Principal Report
3. Middle School Principal Report
4. Facilities Report
5. Nurse's Report
6. Technology Report
7. Cafeteria Report
8. Curriculum and Data Report

8. RECOMMENDATIONS OF THE SUPERINTENDENT - PERSONNEL

A. Vote to Approve Section 8 - Recommendation of the Superintendent - Personnel

Motion by Mrs. Wyld and seconded by Mrs. Jacobo;

RESOLVED, the Mullica Township Board of Education, upon recommendation of the Superintendent, approve items 8B - 8N.

B. School Safety & Security

APPROVE the Memorandum of Agreement with Local Law Enforcement & Mullica Township Board of Education.
APPROVE the School Safety and Security Annual Review Statement of Assurance.

C. American Education Week

APPROVE acknowledgement of November 11-15, 2019 as American Education Week.

D. Resignation of Staff

ACCEPT the resignation of:

- Tara Aitken, preschool teacher effective October 31, 2019.
- Brigitte Walters, ACES Clerk effective October 31, 2019.
- Dawn Schiaffino, ACES Site Coordinator effective October 31, 2019.

E. Change in Support Staff Hours

APPROVE the change in support staff hours.

2019-2020 Support Staff (Aides)	
Kelly Brady	*Change from 2 days a week to 3 days a week - Step 7, \$15,990.00
Staci Kehrli	*Change from 2 days a week to 3 days a week - Step 6, \$16,361.00
Nicole James	* Change in total days (122 days to 120 days total) -Step 8, \$16,878.00

*Based the district calendar and actual days worked each week.

F. 2019-2020 New Hires

APPROVE the following staff for the 2019-2020 school year pending receipt of appropriate paperwork including S414 "pass the trash".

Name	Position/Grade	Step/Salary	PCR Number	Account Number
Molly Ensminger	Preschool Teacher	BA Step 1 (Prorated), \$54,888.00	TCH.PM.TCHR.PS.02	20-218-100-101-020

G. 2019-2020 Stipend Positions

APPROVE the Stipend Positions/Compensations for the 2019-2020 school year.

Activity (# of positions)	Anticipated Compensation	Teacher
Site Coordinator(s)	\$1,000.00 (shared) \$50 per event	Tom McLaughlin, Keeley Martinsen, Dan Driscoll. Rhonda Goodrich

H. Home Bound Instruction Teacher

APPROVE the following certificated staff for home bound instruction per the MTEA negotiated agreement on an as needed basis for the 2019-2020 school year: Lauren Johnson

I. Child Rearing Leave

APPROVE to extend the child rearing leave of absence for Kelly Mierzwinski, Kindergarten teacher, on or about December 3, 2019, with anticipated return date of February 3, 2020, in accordance with Federal Family Leave Act, New Jersey Paid Family Leave Act, and Mullica Policy #3431.1.

J. 2019-2020 Tuition Reimbursement Allocation

APPROVE the preliminary budget allocation for tuition reimbursement for the following staff members:

Staff Member	Course	Cost
Natasha Coughlin	Implementing Positive Behavior Strategies	\$2,055.00

K. 2019-2020 ACES Staff

APPROVE the following staff for the 21st CCLC Grant (ACES) after school program. Any part-time employee that is approved for the ACES program is limited to a total of 29 hours per week combined with their contract at the following rates:

Name	Position	Hourly Rate	Name	Position	Hourly Rate
Christy Rivera**	Site Coordinator	\$40.00	Carolyn Witczak*	Data Clerk	\$15.00
Jacki Lugg**	Site Coordinator	\$40.00	Tom McLaughlin	Teacher/Substitute Site Coordinator	\$40.00
Mike Gerber	Teacher	\$40.00	Kerri Belfi	Teacher	\$40.00
Cathy Bridge	Teacher	\$40.00	Stacey Kehrli	Aide	\$15.00
Tom McLaughlin	Teacher	\$40.00	Ashley Vitullo	Aide	\$15.00
Sarah Vanderheyden	Teacher	\$40.00	Kristen Martinez	Aide	\$15.00
Jenna Earling*	Aide	\$15.00	Michael Hannel	Teacher	\$40.00
Corine Lenzi*	Aide	\$15.00	Linda Schromsky*	Aide	\$15.00
Stacey Mohr*	Aide/Teacher	\$15.00/\$40.00	Brenda Ruth*	Aide	\$15.00
Emily Rheault*	Teacher	\$40.00	Kaitlyn Williams*	Teacher	\$40.00
Peter Quattrone*	Aide	\$15.00	Randy Smith	Teacher	\$40.00

* pending receipt of appropriate paperwork **shared position

L. 2019 Stokes Trip Parent Chaperones

APPROVE the following 2019 Stokes Trip Parent Chaperones:

William Jacobo	Michael Pestritto
Connie Bilazzo	Dawn Oliver
Nicole Massey	Brian Nandal
Tiffany Caruso	John Resigno
Jeremy Senn	

M. Substitutes for the 2019-2020 School Year

APPROVE the following substitute personnel for the 2019-2020 school year pending receipt of appropriate paperwork including S414 "pass the trash".

Name	Substitute Category
Peter Quattrone	Teacher (\$95.00 per diem), Aide (\$11.00 per hour)
Sharon Collins	Teacher (\$125.00 per diem), Aide (\$11.00 per hour)

N. Job Descriptions

APPROVE the updated job descriptions for Instructional Aide and Nurse.

Motion approved by roll call vote with Mrs. Quattrone abstaining on items K & M.

9. RECOMMENDATIONS OF THE SUPERINTENDENT - CURRICULUM/STUDENT MATTERS

A. Vote to Approve Section 9 - Recommendation of the Superintendent - Curriculum/Students Matters

Motion by **Mrs. Wyld** and seconded by **Mrs. Jacobo**;

RESOLVED, the Mullica Township Board of Education, upon recommendation of the Superintendent, approve item 9B-9C.

B. Professional Development

APPROVE the Participation of Professional Meetings, Workshops, etc.:

Name	Location	Date	Cost	Travel	Meals & Lodging	Notes
Kristina Scioli	Cherry Hill	12/6/19	\$219.00	\$13.30	\$0	Autism Meltdowns in Children & Adolescents
Brigitte Walters	Smithville	11/7/19-11/8/19	\$40.00	\$0	\$0	NJAEOP Convention
Liz Rabush	Smithville	11/7/19-11/8/19	\$40.00	\$0	\$0	NJAEOP Convention
Kelly Capaldi	Smithville	11/7/19	\$40.00	\$0	\$0	NJAEOP Convention
Melody Respes	Mullica Hill	10/15/19	\$0	\$20.93	\$0	SEMI Regional Meeting
Nellie Rivera-Aponte	Philadelphia PA	10/8/19	\$0	\$29.33	\$0	MSA-CESS Workshop
Abigale Begley	Philadelphia PA	10/8/19	\$0	\$29.33	\$0	MSA-CESS Workshop
Karen Gfroehrer	Mount Laurel	10/15/19, 11/19/19, 12/17/19, 3/17/20, 4/21/20	\$500.00	\$94.20	\$0	NJASBO
Karen Gfroehrer	Robbinsville	11/12/19	\$100.00	\$34.16	\$0	NJSABO
Charlotte Zacker	Atlantic City	11/7/19	\$129.00	\$0	\$0	Pediatric Emergencies
Charlotte Zacker	Galloway	10/29/19	\$25.00	\$0	\$0	Evaluation & Management of IBD & IBS
Angelina Moiso	Pt. Pleasant	10/28/19, 10/29/19, 12/9/19, 12/10/19	56 ETTC Hrs	\$0	\$0	Phonics First
William Maher	Galloway	10/25/19	4 ETTC Hrs	\$0	\$0	504 Compliancy
Mallory Zolinas	Galloway	10/24/19	4 ETTC Hrs	\$0	\$0	HIB Training
Barbara Rheault	Trenton	10/17/19	\$0	\$32.24	\$0	21st CCLC-ELPA Project Director
Andrew Weber	Cape May Court House	10/31/19	\$0	\$38.43	\$0	Leading With Kindness
Charlotte Zacker	Galloway	10/29/19	\$0	\$9.03	\$0	Eval & Mgmt of IBD & IBS
Mallory Zolinas	Galloway	10/25/19	4 ETTC Hrs	\$0	\$0	504 Compliance

C. HIB

Affirm the Harassment, Intimidation, and Bullying incidents described in the Superintendent’s Report as resolved by the building principal or designee i.e. Bullying Specialist, Bullying Coordinator.

Motion approved unanimously by roll call vote.

10. RECOMMENDATIONS OF THE SUPERINTENDENT - BOARD/POLICY

A. Vote to Approve Section 10 - Recommendation of the Superintendent - Board Policy

Motion by **Mrs. Kurtz** and seconded by **Mrs. Wyld**;

RESOLVED, the Mullica Township Board of Education, upon recommendation of the Superintendent, approve items 10B - 10C.

B. Policies - First Reading

APPROVE the following policy items as a first reading:

P & R 1642 Earned Sick Leave Law (M) (New)

C. Policies - Second Reading

APPROVE the following policy items as a second reading:

P 3159 Teaching Staff Member/School District Reporting Responsibilities (M) (Revised)

P & R 3218 Use, Possession, or Distribution of Substances (M) (Revised)

P & R 4218 Use, Possession, or Distribution of Substances (M) (Revised)

P 4219 Commercial Driver’s License Controlled Substance and Alcohol Use Testing (M) (Revised)

P & R 6112 Reimbursement of Federal and Other Grant Expenditures (M) (Revised)

P 8600 Student Transportation (M) (Revised)

R 8600 Student Transportation (Revised)

- P 8630 Bus Driver/Bus Aide Responsibility (M) (Revised)
- R 8630 Emergency School Bus Procedures (M) (Revised)
- P 8670 Transportation of Special Needs Students (M) (Revised)
- P 9210 Parent Organizations (Revised)
- P 9400 Media Relations (Revised)

Motion approved unanimously by roll call vote.

11. RECOMMENDATIONS OF THE BUSINESS ADMINISTRATOR/BOARD SECRETARY

A. Vote to Approve Section 11 - Recommendations of the Business Administrator/Board Secretary

Motion by **Mrs. Kurtz** and seconded by **Mrs. Jacobo**;

RESOLVED, that the Board of Education, upon recommendation of the Business Administrator, approve items 11B through 11I:

B. Approval of Expenditures - October 30, 2019 Bills List

APPROVE the total payroll expenses for:

September 15, 2019: \$333,273.06

September 30, 2019: \$354,597.94

APPROVE the October 30, 2019 list of bills in the amount of \$446,340.71 as per the attached.

Fund 10 General Expense	\$ 305,109.83
Fund 20 Special Revenues	\$ 6,334.11
Fund 30 Construction Funds	\$ 98,924.00
Fund 40 Debt Service	\$ 00.00
Total General Fund	\$ 410,367.94
Fund 62 Cafeteria	\$ 33,460.63
Fund 63 Washington Twp	\$ 00.00
Fund 95 Student Activities	\$ 2,512.14
Total All Funds	\$ 446,340.71

C. Secretary and Treasurer Reports

RESOLVED, pursuant to N.J.A.C.6A:23-11(c)4 the Board certifies that according to the Board Secretary's Certification as of **September 30, 2019**, after review of the Secretary's Budget Reports for **August and September** as submitted, to the best of their knowledge:

- no major account or fund has been over-expended
- no line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of N.J.A.C.6a:23-11(b) and N.J.A.C. 6a:23-2-11(c)3&4 and
- that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year

RESOLVED, that Board members are in receipt of the following Financial Reports and hereby accept Board Secretary's Certifications:

- Treasurer's report for August 31, 2019 and September 30, 2019
- Board Secretary's Report for August 31, 2019 and September 30, 2019

Pursuant to Administrative code, N.J.A.C.6A23-2.11(3) I, Karen Gfroehrer, Board Secretary, certify that as of **September 30, 2019**, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Mullica Township Board of Education pursuant to N.J.S.A.18A:22-8.1 In accordance with N.J. A.C.6A23-2.11(2), it is certified that there are no changes in anticipated revenue amounts and sources for the month of **September 2019**.

D. Transfers

APPROVE the August 2019 transfers #000044 through #000054 and the September 2019 transfers #000055 through #000059, as attached.

E. Contracts

APPROVE the Atlantic County Special Services Personal one-on-one aide agreement for one (1) student for the 2019-2020 school year at a cost to the District of \$43,920.00.

APPROVE the pro-rated Homeless Tuition agreement for one (1) student for the 2019-2020 school year with Wildwood Public Schools at an income to the District of \$23,619.00.

APPROVE the special Transportation agreement with Greater Egg Harbor Regional High School District for transport for one (1) student to CHOP at a cost to the District of \$16,200.00.

APPROVE the hold harmless agreement with Mullica Township for the donated rubber mulch.

F. Comprehensive Maintenance Plan and M-1 Form

APPROVE the submission of the Comprehensive Maintenance Plan (CMP) and M-1 Form for the 2020-2021 school year and authorize its submission to be appropriate parties.

G. Bond Referendum Payments

APPROVE a payment to R. Maxwell for work done on site improvements for FVHD # 4737B2 in the amount of \$55,575.00.

APPROVE a payment to Fraytak Veisz Hopkins Duthie for professional services rendered in connection with site improvements in the amount of \$5,200.00.

H. Procurement Review Corrective Action Plan

APPROVE the School Nutrition Program Procurement Review corrective action plan, as attached.

I. Facilities Use Application Approval

APPROVE the following Facilities Use Applications items:

Date	Time	Organization	Location	Facilities Needed	Fee
11/1/19	5:00 pm-10:00 pm	Mullica Middle School Student Council	Cafeteria	Tables & Chairs	\$0
10/16 -10/17/19, 10/23-24/19, 10/30/19, 11/4/19	6:15 pm-8:00 pm	EHC Crusaders Cheer Team	Gym	Rolled Mats	\$100.00
1/6/20-2/28/20 M-F 1/11/20-2/29/20 S	6:30 pm-8:30 pm 8:00 am-4:00 pm	Mullica Twp Rec Assoc Basketball	Gym	None	\$0
10/25/19	3:30 pm-6:00 pm	NJHS	Gaga Court	Bleachers	\$0
10/30/19	6:00 pm-7:30 pm	Presentation-Devin Wyman	Cafeteria	None	\$0
2/20/20	4:00 pm-6:00 pm	NJL2L	Library	None	\$0

Motion approved unanimously by roll call vote.

12. COMMENTS FROM THE PUBLIC, BOARD AND STAFF ON GENERAL TOPICS - None

13. INFORMATIONAL

The next board meeting is scheduled for **November 20, 2019** at 6:30 p.m. for executive session and 7:00 p.m. For public session.

B. BOE Flyer

C. PTA Update

D. MTEF Update

Mr. Weber stated that the MTEF fall photo shoot was a success and another session will take place in December.

14. EXECUTIVE SESSION - None

15. ADJOURNMENT

Motion by Mrs. Kurtz and seconded by Mrs. Jacobo to adjourn the meeting
Motion approved unanimously.

TIME: 7:45 PM

Respectfully submitted,



Karen Gfroehrer
Business Administrator