

1. MEETING OPENING

At 6:35 PM, Mrs. Werner, 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. Kurtz, Mrs. Maione, Mrs. Quattrone, Mr. Roehnert, Mrs. Werner, Mr. Winterbottom and Mrs. Wyld

Absent: Mrs. Jacobo, Dr. Naylor

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. Kurtz and seconded by Mrs. Quattrone;

RESOLVED, that Mullica Township Board of Education shall meet in Executive Session for the purpose of discussing attorney/client communications and HIB.

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. Roehnert and seconded by Mrs. Maione to resume the public portion of the agenda.

Motion approved unanimously.

TIME: 7:00 PM

C. Flag Salute

PLEDGE OF ALLEGIANCE – Mrs. Werner led the flag salute

3. PRESENTATIONS

A. Science Fair Winners

1. Jumping For Air - Matthew Goodrich
2. The Best Plant Steroids - Conner Fetzer
3. Paper Airplane Launcher - Sadie Weil
4. Fabric Softener Flames - Alina Alcantara
5. Whitening Wars - Marissa Massaro

B. Mullica in the Pines Historical Society presentation by Mr. Frances Paulsgraf

C. Audit Presentation by Nancy Sbrolla, Ford-Scott & Associates, L.L.C.

4. BOARD OF EDUCATION BUSINESS

A. Old Business

B. New Business

i. ACCASBO Joint Insurance Fund (JIF) Safety Award

ii. Board meeting date changes.

March 25, 2020 will be changed to March 18, 2020

April 29, 2020 will be changed to April 28, 2020 (Tuesday)

iii. Property

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

APPROVE the transfer of Block 7101, Lot 1, to the Township of Mullica, contingent upon the terms in the letter dated January 22, 2020 from the Township of Mullica, with the understanding that such approval is also contingent upon the Board of Education receiving any necessary or required approval or documentation needed from the State of New Jersey Department of Education for the transfer of land to the Township of Mullica.

Motion approved unanimously.

C. Committee Appointments

Motion by **Mrs. Kurtz** and seconded by **Mr. Roehnert**;
APPROVE the committee appointments for 2020 as follows:

Curriculum/Policy: Mrs. Jacobo*, Mrs. Maione, Mrs. Werner, Mr. Winterbottom
Negotiations/Personnel: Mrs. Wyld*, Mrs. Kurtz (exempt from MTEA negotiations), Ms. Quattrone, Mrs. Werner
Finance/Operations: Mr. Roehnert*, Dr. Naylor, Mrs. Werner, Mrs. Wyld
Washington Township Board Liaison: Mrs. Werner
* committee chairperson

Motion approved unanimously.

D. Committee Reports

Curriculum/Policy Committee – Mrs. Kurtz spoke about the school’s Enrichment Program, new math materials and Rubric Supervisor
Finance/Operations Committee – Mr. Roehnert discussed the parking lot, the waste water treatment plant, changes to the meal plan policy and gave a review of next year’s budget.
Personnel/Negotiations Committee – Mrs. Werner spoke about 2020-2021 part time staffing, the description for the Speech job, Board of Education meeting date changes and negotiations for Admin staff.

E. Correspondence

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

6. MINUTES

Motion by **Mr. Roehnert** and seconded by **Mrs. Kurtz**;
APPROVE the following regular, reorganization and executive board meeting minutes:
November 20, 2019 - Regular and Executive
January 2, 2020

Motion approved unanimously.

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 & Data Report
9. ACES Report

8. RECOMMENDATIONS OF THE SUPERINTENDENT - PERSONNEL

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

Motion by **Mr. Roehnert** and seconded by **Mrs. Wyld**;
RESOLVED that the Mullica Township Board of Education, upon recommendation of the Superintendent, approve items 8B-8M.

B. Appointments

APPROVE the following appointment for the 2019-2020 school year:
Scott Sarraiocco - ESEA Title I Coordinator

C. Resignation of Staff

ACCEPT the resignation notification for the following staff members:
Melissa Newsome, Aide, effective November 24, 2019.
Heather Cullen, P/T Title I Teacher, effective January 24, 2020.

D. Retirement of Staff

ACCEPT the retirement notification for the following staff members:

Ms. Maureen Price, teacher, effective December 1, 2019.

Ms. Jo Ann Scarlett, teacher, effective June 30, 2020.

E. Leave of Absence

APPROVE unpaid leave of absence for Stacey Kehrli, aide, on or about January 2, 2020 with anticipated return date of May 4, 2020.

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 |
|-------------------|-----------------|---------------------------------------|-------------------|--------------------|
| Meghan Franklin | Elementary Aide | Aide Step 1 (Prorated)/ T,F \$11,175 | AID.PM.SPEC.IE.01 | 11-000-217-106-020 |
| Carloyn Witzak | Elementary Aide | Aide Step 1 (Prorated)/ Th,F \$11,175 | AID.PM.INST.PS.05 | 20-218-100-106-020 |
| Michelle Lombardi | Elementary Aide | Aide Step 1 (Prorated)/ M,F \$10,643 | AID.PM.SPEC.IE.02 | 11-000-217-106-020 |

G. 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 |
|----------------|-----------------|-----------------|----------------------|-----------------|-----------------|
| Allyson Schlee | Aide/Instructor | \$15.00/\$40.00 | Jennifer Nehr(Gras)* | Aide | \$15.00 |
| Kelly Capaldi | Instructor | \$40.00 | Maximilian Pozza* | Aide | \$15.00 |
| Ryan Richards | Teacher | \$40.00 | Stacy Kehrli | Teacher | \$40.00 |
| Kelly Flynn | Teacher | \$40.00 | Mary Fetske | Aide/Instructor | \$15.00/\$40.00 |

* pending receipt of appropriate paperwork

H. 2019-2020 Substitutes

APPROVE the change in substitute teacher pay for all eligible district employees to their current hourly rate, effective February 1, 2020 for the remainder of the 2019-20 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 |
|-----------------|--|
| Jenna Earling | Teacher (\$125.00 per diem), Aide (\$11.00 per hour) |
| Morgan Smith | Teacher (\$125.00 per diem) |
| Carolyn Witczak | Aide (as per employment contract), Clerical (\$11.00 per hour) |
| Bambi Cannuscio | Teacher (\$95.00 per diem), Aide (\$11.00 per hour), Clerical (\$11.00 per hour) |

I. Lateral Move

Approve the lateral move of the following staff effective February 1, 2020

| Name | Old Step | Salary | New Step | Salary |
|----------------|------------|-------------|----------------|-------------|
| Abigale Begley | BA, Step 6 | \$58,838.00 | BA +30, Step 6 | \$60,038.00 |

J. Revised Job Description

APPROVE the following updated job description:

Speech Language Specialist

K. Paraprofessional Statement of Assurance

APPROVE the submission of the Statement of Assurance to the Atlantic County Executive Superintendent of Schools for the purpose of confirming the district has met the requirements for the paraprofessional staff for 2019-2020.

L. College/University Program Internship

APPROVE the field placement (20 to 80 hours) for the following students:

| College | Advisor | Name | Cooperating Teacher | Assignment | Dates |
|------------------------------|---------------|--------------|---------------------|------------|----------------|
| Western Governors University | Amanda Tolman | Stacy Kehrli | Mrs. Sheldon | 7th Grade | 1/2/20-2/27/20 |
| Western Governors University | Amanda Tolman | Stacy Kehrli | Mrs. Winterbottom | 1st Grade | 3/2/20-4/30/20 |

M. Tuition Reimbursement

APPROVE the preliminary 2019-2020 budget allocation for tuition reimbursement for the following staff members:

| Staff Member | Course | Cost |
|----------------|--|------------|
| Louis Apalucci | Educational Administration-Foundations for the Developing Leader | \$1,635.00 |
| Abigale Begley | Practicum/Seminar in Administration & Supervision II | \$2,055.00 |
| Jamie Ocheske | Final Project | \$2,146.50 |
| Jamie Ocheske | Music and the Mind: Understanding Music Perception and Cognition | \$2,149.50 |

Motion approved by roll call vote with Mr. Winterbottom abstaining on item 8L.

9. RECOMMENDATIONS OF THE SUPERINTENDENT - CURRICULUM/STUDENT MATTERS

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

Motion by Mr. Roehnert and seconded by Mrs. Kurtz;

RESOLVED, that the Mullica Township Board of Education, upon recommendation of the Superintendent, approve items 9B-9J.

B. Student Safety Data System

APPROVE submission of the SSDS report for reporting period 1, July 1, 2019 to December 31, 2019, submitted to the NJDOE on January 14, 2020.

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.

D. ECPA 2020-21 One-Year Plan

APPROVE the One-Year Preschool Program Plan for 2020-2021: This plan defines the recruitment strategies, administrative oversight, intervention and support services, curriculum and assessment and professional development. Also, included are current and projected enrollment figures, teacher and staff credentials, and budget statements.

E. ECPA 2020-21 Statement of Assurance

Action

APPROVE the submission of the 2020-2021 ECPA One-Year Preschool Plan District Statement of Assurance.

F. 2020-2021 District Calendar

APPROVE the 2020-2021 district calendar.

G. Leadership Evaluation Rubric

APPROVE the Multidimensional Leadership Performance Rubric.

H. Professional Development

APPROVE participation of professional meetings, workshops, etc.:

| Name | Location | Date | Cost | Travel | Meals & Lodging | Notes |
|------------------|---------------|----------|----------|----------|-----------------|--|
| Charlotte Zacker | Galloway | 10/29/19 | \$0 | \$9.03* | \$0 | Evaluation & Management of IBD & IBS |
| Abigale Begley | Philadelphia | 10/8/19 | \$0 | \$45.30* | \$0 | MSA-CESW Workshop |
| William Maher | Egg Harbor | 12/12/19 | \$0 | \$0 | \$0 | District Articulation Meeting |
| Maris Lynn | Egg Harbor | 12/12/19 | \$0 | \$0 | \$0 | District Articulation Meeting |
| Loretta Becker | Egg Harbor | 12/12/19 | \$0 | \$0 | \$0 | District Articulation Meeting |
| William Maher | Mays Landing | 12/18/19 | \$0 | \$0 | \$0 | Presentation about Career Program & Tour |
| Maris Lynn | Mays Landing | 12/18/19 | \$0 | \$0 | \$0 | Presentation about Career Program & Tour |
| Loretta Becker | Mays Landing | 12/18/19 | \$0 | \$0 | \$0 | Presentation about Career Program & Tour |
| Scott Sarraiocco | Atlantic City | 10/23/19 | \$0 | \$6.65 | \$0 | NJSBA Convention |
| Scott Sarraiocco | Mays Landing | 9/27/19 | \$0 | \$9.10 | \$0 | Deep Data Dive |
| Scott Sarraiocco | Egg Harbor | 12/12/19 | \$0 | \$3.50 | \$0 | Articulation |
| Scott Sarraiocco | Mays Landing | 9/11/19 | \$0 | \$7.70 | \$0 | QSAC Training |
| Karen Gfroehrer | Mt. Laurel | 1/8/20 | \$100.00 | \$21.27 | \$0 | NJASBO |
| Barbara Rheault | Mercerville | 1/15/20 | \$0 | \$36.40 | \$0 | 21st CCLC/ELPC Project Director Meeting |
| Rich Giovinazzi | Sicklerville | 1/24/20 | \$0 | \$7.00 | \$0 | Indoor Air Quality |
| Rich Giovinazzi | Sicklerville | 1/10/20 | \$0 | \$7.00 | \$0 | School IPM Coordinator Training |
| Cathy Werner | Sewell | 2/8/20 | \$50.00 | \$0 | \$0 | NJSBA Equity- Boardroom to the Classroom |

| | | | | | | |
|----------------------|---------------|-------------------|----------|---------|-----|---|
| Loretta Becker | Galloway | 1/17/20 | \$0 | \$9.10 | \$0 | Resiliency Team Training-Refresh & Renew |
| Sarah Vanderheyden | Galloway | 1/17/20 | \$0 | \$0 | \$0 | Resiliency Team Training-Refresh & Renew |
| Loretta Becker | Northfield | 3/13/20 | \$0 | \$12.60 | \$0 | Recognize The Signs-Gang Awareness in Schools |
| Meg Conaway | Sicklerville | 2/13/20 | \$0 | \$0 | \$0 | Yearbook Workday |
| Marguerite Tomasello | Long Branch | 02/24/20-02/25/20 | \$145.00 | \$0 | \$0 | NJASPERD Convention |
| Loretta Becker | New Brunswick | 02/11/20 | \$129.00 | \$26.60 | \$0 | Eating Disorders & Body Image Dissatisfaction |

I. 2018-2019 NJQSAC

APPROVE NJQSAC Interim Placement Results and updated 2018-2019 District Performance Review (DPR).

J. 2019-2020 Volleyball Schedule

APPROVE the 2019-2020 Volleyball Schedule.

Motion approved by roll call vote with Mrs. Werner abstained on item 9H.

10. RECOMMENDATIONS OF THE BUSINESS ADMINISTRATOR/BOARD SECRETARY

A. Vote to Approve Section 10 - Recommendations of the Business Administrator/Board Secretary

Motion by Mrs. Kurtz and seconded by Mr. Roehnert;

RESOLVED, that the Mullica Township Board of Education, upon recommendation of the Business Administrator, approve items 10B - 10J:

B. 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 **November 30, 2019**, after review of the Secretary's Budget Reports for **November 30, 2019**, 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 November 30, 2019
- Board Secretary's Report for November 30, 2019

Pursuant to Administrative code, N.J.A.C.6A23-2.11(3) I, Karen Gfroehrer, Board Secretary, certify that as of **November 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 **November 2019**.

C. Transfers

APPROVE the November 2019 transfers #000066 through #000068.

D. Approval of Expenditures

Approve the payroll expense for:

November 15, 2019: \$359,246.30
 November 27, 2019: \$358,927.67
 December 13, 2019: \$416,868.33
 December 20, 2019: \$369,494.98

APPROVE the December 18, 2019 bills list in the amount of \$390,600.53

| | |
|----------------------------|---------------------|
| Fund 10 General Expense | \$338,374.96 |
| Fund 20 Special Revenues | \$8,457.66 |
| Fund 30 Construction Funds | \$3000.00 |
| Fund 40 Debt Service | \$0.00 |
| Total General Fund | \$349,832.62 |
| Fund 62 Cafeteria | \$17,641.46 |

| | |
|----------------------------|---------------------|
| Fund 63 Washington Twp | \$0.00 |
| Fund 95 Student Activities | \$23,126.45 |
| Total All Funds | \$390,600.53 |

APPROVE the January 22, 2020 bills list in the amount of \$448,981.30

| | |
|----------------------------|---------------------|
| Fund 10 General Expense | \$305,738.80 |
| Fund 20 Special Revenues | \$7,330.40 |
| Fund 30 Construction Funds | \$93,054.73 |
| Fund 40 Debt Service | \$16,815.00 |
| Total General Fund | \$422,938.93 |
| Fund 62 Cafeteria | \$25,177.37 |
| Fund 63 Washington Twp | \$0.00 |
| Fund 95 Student Activities | \$865.00 |
| Total All Funds | \$448,981.30 |

E. Contracts

APPROVE the agreement with Y.A.L.E. Clinic, LLC for Applied Behavior Analytic Services for the 2019-2020 school year at a cost of \$900 for assessments, \$100 for BSP and then \$35/hour for behavioral assistants and \$100/hour for behavior analysts for a total not to exceed \$26,100.00

APPROVE an agreement with Washington Township Board of Education for tuition for one (1) special education student at an income to the district of \$79,028.00.

APPROVE the contract with Management and Evaluation Associates for the 21st CCLC grant implementation and monitoring at a cost to the ACES program of \$17,000.00.

APPROVE the contract with TECC, Inc. for speech consultations/speech therapy for the remainder of the 2019-2020 school year in the amount of \$54,740.00.

APPROVE the contract with Management & Evaluation Associates for ACES program evaluation in the amount of \$17,000.00. To be paid out of 21st CCLC funds.

F. CAFR Approval

ACCEPT the 2018-2019 Comprehensive Annual Financial Report (C.A.F.R.) as prepared by Ford, Scott and Associates, PA and as submitted to the NJ Department of Education. No Corrective Action Plan (CAP) is required.

1. Administrative Practices and Procedures – None
2. Financial Planning, Accounting and Reporting - None
3. Elementary and Secondary Education Act (E.S.E.A.)/Improving America's Schools Act (IASA) as reauthorized by the No Child Left Behind Act of 2001 - None
4. Other Special Federal and/or State Projects - None
5. School Purchasing Program - None
6. School Food Service Program - None
7. Application for State School Aid - None
8. Transportation - None
9. Miscellaneous - None

Further, accept the Ford Scott, and Associates, PA peer review letter as prepared by Dave Kaplan, CPA.

G. Grants

APPROVE the amendment to the 2019-2020 ESEA Title IA grant to include 2018-2019 carryover funds for a total grant award of \$211,120.

APPROVE the amendment to the 2019-2020 IDEA Preschool grant in the amount of \$3,767.

APPROVE the acceptance of the AtlantiCare \$750.00 Healthy Schools, Healthy Children Mini-Grant.

H. Bond Referendum Payments

APPROVE payment to R. Maxwell for Site Improvements FVHD #4737B2 in the amount of \$57,484.50.

APPROVE to request proposal (RFP) for food service management company services for the 2020-2021 school year.

J. Facilities Use

APPROVE the following Facilities Use Applications items:

| Date | Time | Organization | Location | Facilities Needed | Fee |
|---|---|--|-----------|-------------------|-----|
| 12/06/19 | 3:30 pm-8:00 pm | PTA Holiday Night | Cafeteria | Tables | \$0 |
| 2/4, 2/6, 2/11, 2/13, 2/18, 2/20, 3/3, 3/5, 3/10, 3/12, 3/17, 3/19, 3/24, 3/26/20 | 3:30 pm-4:30 pm | Mullica's Got Talent | Cafeteria | None | \$0 |
| 4/2/20 | 3:30 pm-5:30 pm | Mullica's Got Talent | Cafeteria | None | \$0 |
| 4/7/20 | 6:30 pm-9:30 pm | Mullica's Got Talent Show | Cafeteria | Tables | \$0 |
| 1/31/20 | 4:30 pm- 9:30 pm | Student Council Dance | Cafeteria | None | \$0 |
| 1/10/20 | 5:00 pm-8:00 pm | PTA Movie Night | Cafeteria | None | \$0 |
| 3/5/20 | 6:00 pm- 8:00 pm | 2nd Grade Family Fitness | Gym | None | \$0 |
| 4/1/20 | 9:15 am & 1:15 pm | Gym Show Practice | Gym | None | \$0 |
| 4/2/20 | 9:30am & 4:00 pm-8:30 pm | Gym Show | Gym | None | \$0 |
| 2/3/20 | 12:30 pm-2:40 pm | Children's Stage Adventure's Auditions | Gym | None | \$0 |
| 2/3/20-2/5/20 | 3:30 pm-5:30 pm | Children's Stage Adventure's Rehearsal | Room 3 | None | \$0 |
| 2/3/20-2/6/20 | 3:30 pm-5:30 pm M-W, 1:15 pm-3:15 T-F | Children's Stage Adventure's Rehearsal | Library | None | \$0 |
| 2/3/20-2/6/20 | 3:30 pm-5:30 pm M-Th, 1:15 pm-3:15 T-W, 11:04-11:45 T-Th | Children's Stage Adventure's Rehearsal | Cafeteria | None | \$0 |
| 2/7/20 | 6:00 pm-9:00 pm | Children's Stage Adventure's Performance | Cafeteria | None | \$0 |
| 1/23/20-3/31/20 (when available from MTRA) | 6:30 pm-8:30 pm | Cedar Creek High School Girls Basketball | Gym | None | \$0 |

Motion approved unanimously by roll call vote.

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

12. INFORMATIONAL

A. Next Board Meeting Date

The next board meeting is scheduled for **February 26, 2020** with executive session starting at 6:30 p.m. and public portion of the meeting starting at 7:00 p.m

B. PTA – The PTA donated books to the school library and are planning the annual handbag bingo event. The PTA donated Edukits to the school and are planning a spring fun day.

C. MTEF – There will be a winter fundraiser on January 30, 2020; tickets cost \$15.00.

13. EXECUTIVE SESSION – None

14. ADJOURNMENT

Motion by Mr. Roehner and seconded by Mrs. Kurtz to adjourn the meeting

Motion approved unanimously.

TIME: 7:45 PM

Respectfully submitted,


 Karen Gfroehrer
 Business Administrator