

**BOARD OF EDUCATION
EGG HARBOR CITY PUBLIC SCHOOLS
Egg Harbor City, New Jersey 08215**

AGENDA

Regular Meeting

June 14, 2017

Egg Harbor City Community School

Cafetorium

730 Havana Avenue

7:00 PM

I. Open Regular Meeting

This is to advise those present at this meeting of the Board of Education of the Egg Harbor City School District, in the County of Atlantic, that adequate notice has been given of this meeting as required by the provision of Chapter 231 of the Laws of 1975; that notice thereof has been forwarded for publication in the District official newspapers, posted in the city Schools, and forwarded to the city Clerk within the time required by said Act.

II. Flag Salute/Roll Call

Mr. Bouchard ('18)

Ms. Caudo ('17)

Mr. Murphy ('17)

Mr. Ortiz ('19)

Ms. Rogers ('18)

Mrs. Seaver ('19)

Mrs. Williams ('17)

III. Executive Session

Resolution of the Board of Education of the Egg Harbor City School District to permit discussion of subjects in closed sessions

RESOLVED: At a public meeting of the Board of Education held on June 14, 2017 at _____ p.m. that pursuant to sections 7 and 8 of the "Open Public Meetings Act", the following subjects be discussed in a session of the Board of Education closed to the public:

(1) Litigation

(2) Personnel

(3) Contracts

(4) Negotiations

It is presently anticipated that the items mentioned in the Resolution can be disclosed to the public when a decision is made upon the same, and in personnel matter, with the consent of the employee.

IV. Open Floor To Public

The public is invited to comment on or question any topic related to the Board of Education agenda items.

V. Comments for the Good of the Board

VI. Monthly Reports

- A. Superintendent/Principal Report *Attachment*
 - 1. Review of Board Goals for 2016-2017
 - 2. Board Goals for 2017-2018
- B. Business Administrator Report *Attachment*
- C. Director of Special Projects Report
- D. EHCCS Principal Report *Attachment*
- E. Supervisor of Early Childhood/LDTC Report
- F. Board Solicitor's Report

VII. Annual Appointments (Roll Call)

- A. Business Administrator/Asst. Board Secretary
Motion to appoint Joseph Smurlo
- B. Treasurer of School Moneys
Motion to appoint Ms. Susan Palaia
- C. Public School Auditor
Motion to appoint Ford, Scott & Associates, L.L.C.
- D. Board Attorney
Motion to appoint Sahli & Padovani
- E. Board Architect
Motion to appoint Becica Associates, LLC, Architect of Record
- F. Medical, Prescription and Dental Benefits Broker – Cynergy Group, James Wittaker
- G. Authorization to Procure Goods and Services through State Contracts
- H. Qualified Purchasing Agent N.J.S.A. 18A:18A-3a /N.J.A.C. 5:34-5 et seq.
Motion to appoint Joseph Smurlo and sets the bid threshold at \$40,000.
- I. Affirmative Action Officer N.J.A.C. 6:4-1.3(c)
Motion to appoint the EHCCS Principal John Griffith, School & Classroom Practices
- J. Practices & Public Agency Compliance Officer.
Motion to appoint Joseph Smurlo
- K. CEPA (Conscientious Employee Protection Act) Officer N.J.S.A. 34:19-1
Motion to appoint Joseph Smurlo
- L. Safety Coordinator
Motion to appoint Joseph Smurlo

- M. Executive Safety Committee
Motion to appoint Kim Goodwin, John Griffith, Lorie Walsh, Stacy Baggstrom, Jon S. Wheeler and Joseph Smurlo
- N. Title IX Coordinator 34 CFR 106.8(c)
Motion to appoint Adrienne Shulby
- O. Custodian of School Records
Motion to appoint Joseph Smurlo
- P. Section 504 Compliance Officer – Grievance Procedure 34 CFR 104.7(a)
Motion to appoint Gina Forester
- Q. ADA Coordinator 28 CFR 35.107(a)
Motion to appoint Gina Forester
- R. Homeless Liaison per N.J.S.A. 18A:39-1 et seq.; N.J.A.C. 6:20-3.1 et seq.
Motion to appoint Gina Forester
- S. Integrated Pest Management Coordinator
Motion to appoint Jon S. Wheeler
- T. Right to Know Officer
Motion to appoint Jon S. Wheeler
- U. Chemical Hygiene Officer
Motion to appoint Jon S. Wheeler
- V. AHERA Coordinator
Motion to appoint Jon S. Wheeler
- W. Bond Counsel
Motion to appoint McManimon & Scotland, LLC
- X. Financial Advisors of Record
Motion to appoint Phoenix Advisors, LLC
- Y. Issuing Officer
Motion to appoint John Griffith or designee as “Issuing Officer” of certificates or permits in accordance with the provisions of the Child Labor Act N.J.S.A 34:2-21.1 et seq. (working papers)

Annual Motions and Designations (Roll Call)

- A. Motion to approve Depositories for School Funds

Depositories: OceanFirst Bank or any GUDPA or federally approved depository in the state of New Jersey

B. Motion to approve Signatures for School Funds

Signatories – General Account (3 of 4 required)

Board President

Treasurer of School Moneys

Board Secretary

Business Administrator

Signatories – Payroll (1 of 3 required)

Board Treasurer

Board Secretary

Business Administrator

Signatories – Payroll Agency (1 of 2 required)

Business Administrator

Board Secretary

Signatories – FDR Memorial Scholarship Fund (1 of 2 required)

Business Administrator

Board Secretary

Signatories – Lunch Account (1 of 2 required)

Business Administrator

Board Secretary

Signatories – CAP Reserve (1 of 2 required)

Business Administrator

Board Secretary

Signatories – Debt Service (1 of 2 required)

Business Administrator

Board Secretary

Signatories – Health Benefit Account (1 of 2 required)

Business Administrator

Board Secretary

C. Motion to approve Tax Shelter Annuity Companies

The Equitable

Syracusa Benefits Program

Lincoln Investment Planning, Inc.

Metropolitan Life

D. Motion to approve Government Money Market Funds as permissible investments by the Egg Harbor City Board of Education, as outlined in N.J.S.A. 18A:20-37(d); and that the business administrator or the board secretary could transfer funds between the money market fund account and the general account.

- E. Motion to approve facsimile signatures on checks/contracts with at least one original signature on each.
- F. Motion to approve Newspapers/Community Sources for Notice of Public Meetings
 - 1) Egg Harbor News
 - 2) The Press of Atlantic City
 - 3) The Current
- G. Motion to approve fees to be charged individuals who request notice of Board meetings and other public information per NJSA 10:4-19.
- H. Motion to approve district curriculum for all grades pending NJ Common Core Standards adoptions / revisions.
- I. Motion to readopt District Bylaws and Policies.
- J. Motion to direct Administration to collect pupil information as permitted by N.J.A.C. 6:3-6.3.
- K. Motion to recognize the EHCEA as Official Bargaining Unit for Egg Harbor City School Professional Staff.

VIII. Board Minutes

- A. **APPROVE (roll call):**
 - 1. May 3, 2017 Regular *Attachment*
 - 2. May 3, 2017 1st Executive *Attachment*
 - 3. May 3, 2017 2nd Executive *Attachment*

IX. Financial Items

- A. **APPROVE (roll call):**
 - 1. Board Secretary's Report – April, 2017 *Attachment*
 - 2. Treasurer of School Moneys Report – April, 2017 *Attachment*
- B. **APPROVE (roll call):** Board Certification
Pursuant to N.J.A.C. 6A:23A-16.10(c)3 The Egg Harbor City Board of Education certifies that as of 04/30/17 after review of the Board Secretary's monthly financial report (Revenue and Appropriation sections) and upon consultation with the appropriate district officials that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4 and there have been no changes in anticipated revenue sources and/or amounts so that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- C. **APPROVE (roll call):** May, 2017 Bill List *Attachment*

1.	General Account	\$307,274.71
2.	Capital Account	\$0.00
3.	Food Service Account	\$75,547.37
4.	Payroll Account	\$556,396.61
5.	Debt Service Account	\$0.00

- D. **APPROVE (roll call):** Budget transfer (Resolution #17-13) for the 2016-17 school year in accordance with N.J.A.C. 6:20-2:13 and Chapter 196 Laws of 1967, as follows:

June 14, 2017 Fund 10 - \$23,975.20 Fund 20 - \$554.79 *Attachment*

X. Non-instructional Operations Items

A. Facilities

1. **APPROVE (roll call):** Authorization to submit to the Executive County Superintendent an Application for Dual Use of Educational Space for the Speech/ELL room at the Charles L. Spragg School for the 2017-18 school year.
2. **APPROVE (roll call):** Participation in and the use of EHCCS facilities for the summer feeding program, Let Us Eat Please.
3. **APPROVE (roll call):** Use of the facilities by the Cumberland Cape Atlantic YMCA to use the Charles L. Spragg School to provide an after school program during 2017-2018 school year.

B. Miscellaneous

1. **APPROVE (roll call):** Contract with Milestone Physical Therapy, LLC to provide physical therapy services to district students as required by the students' IEP for the 2017-18 school year at a cost of \$112.50 per initial evaluation and \$37.50 for each therapy session.
2. **APPROVE (roll call):** Contract with Therapeutic Learning For Children to provide occupational therapy services to district students as required by the students' IEP for the 2017-18 school year at a cost of \$125 per initial evaluation, \$47 for each individual therapy session, and \$32 per student for group therapy sessions.
3. **APPROVE (roll call):** Contract with the Advanced Assessment Systems, Inc. (d/b/a LinkIt) in the amount of \$10,824.00 to provide an Assessment Management and Analytics Platform during the 2017-18 school year.
4. **APPROVE (roll call):** Contract with the Galloway Township School District in the amount of \$6,018.80 to provide Special Educational Services to student #3699629145 during the 2016-2017.

5. **APPROVE (roll call):** Contract with Ford-Scott & Associates, LLC to provide Auditing Services for the year ended June 30, 2017 in the amount of \$18,000, and accept their Peer Review letter prorated November 30, 2016.
6. **APPROVE (roll call):** Contract with the Preferred Home Health Care & Nursing Services, Inc. in the amount of \$46.00 per hour (\$368.00 per day) to provide one-on one nursing services to special education student #5161304106 during the 2017-18 school year.
7. **APPROVE (roll call):** Contracts with the Buena Regional School District to provide educational services during the 2016-17 school year to homeless students whose district of Residency is Egg Harbor City. Second Grade Student #6982727602 in the amount of \$12,841.00 and Kindergarten Student #8138220270 in the amount of \$11,694.00 both prorated to March 9, 2017.
8. **APPROVE (roll call):** Pursuant to PL 2015, Chapter 47 the Egg Harbor City Board of Education intends to renew, award, or permit to expire the following contract previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18.et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200. Compliance with new contracts, not listed here, will be addressed prior to board action.
 - South Jersey Gas Natural Gas
\$122,000.00
 - Atlantic City Electric Electricity
\$195,000.00
 - First Children Learning Services BCBA
\$115/hour
 - Glenn Insurance RMC
\$2,600.00
 - Stephen A. Nurkiewicz, MD School Physician
\$10,000.00
 - Milestone Physical Therapy Physical Therapy
\$36/session
 - Therapeutic Learning For Children Occupational Therapy
\$125/Evaluation
 - Atlantic County Special Services School District Tuition
\$522,355.00
 - Galloway Township School District Tuition
\$60,000.00
 - Southern Regional School District Tuition
\$23,400.00
 - Management & Evaluation Associates Grant Evaluation
\$19,500.00

➤ Source4Teachers \$103,000.00	Substitute Teachers
➤ Ford, Scott and Associates \$18,000.00	Auditing
➤ Contini Caterers \$13,800.00	FSMC
➤ Becica Associates, LLC \$5,000.00	Architect
➤ Sahli & Padovani \$100.00/hour	Attorney
➤ Schindler Plus \$2,500.00	Elevator Maintenance
➤ Blackboard Engage \$3,213.00	Web Hosting
➤ Bolt Courier Service \$60.00/month	Courier Service
➤ Ikon copiers \$21,050.00	Copier Rental
➤ Stewart Industries \$8,100.00	Copier Rental
➤ Follett Destiny \$4,400.00	Software
➤ Sprint \$1,320.00	Phone Service
➤ Extel \$27,368.00	Phone and Internet
➤ ACCASBO JIF \$88,485.00	Insurance
➤ American Appraisal \$1,400.00	Fix Asset Accounting
➤ CASA \$10,000.00	Payroll
➤ Systems 3000 \$12,950.00	Accounting Software
➤ Genesis \$10,500.00	Student Attendance
➤ Broad, Inc. \$29,148.00	Chiller Maintenance
➤ Horizon Omnia \$1,337,187.00	Health Insurance
➤ Delta Dental \$73,000.00	Dental Insurance
➤ Preferred Home Nursing Services \$64,800.00	1:1 Aide
➤ LinkIt \$10,824.00	Assessment Platform

9. **APPROVE (roll call):** Contract with Duff & Phelps (formerly American Appraisal) to update the fixed asset accounting ledger for accounting and financial reporting as of June 30, 2017 at a cost of \$1,380.00.
10. **APPROVE (roll call):** School Bus Emergency Evacuation Drill Report. *Attachment*
11. **APPROVE (roll call):** Resolution #17-14 applying the distribution of the statutory surplus, from the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund, for fiscal year 2013-2014 totaling \$3,945.00 to the Fund's Aggregate Excess Loss Contingency Fund (The Egg Harbor City Board of Education will have a combined surplus, including previous years, of \$8,099.00, that could be applied to the future years' JIF billings for insurance purposes.) *Attachment*
12. **APPROVE (roll call):** Renew a contract with Blackboard Connect, Inc. to provide Web Hosting services from July 1, 2017 to June 30, 2018 at a cost of \$3,780.00 annually.
13. **APPROVE (roll call):** Renew a contract with Blackboard Connect, Inc. to provide Connect-Ed student/parent notification services from October 1, 2017 to September 30, 2018 at a cost of \$1,861.35 annually.

XI. Personnel Items – as recommended by the Superintendent of Schools:

- A. **APPROVE (roll call):** Contract for Joseph Smurlo, School Business Administrator, for a term of July 1, 2017 to June 30, 2018 as approved by the NJDOE, Interim Atlantic County Executive Superintendent. *Attachment*
- B. **APPROVE (roll call):** The following staff for the 21st Century Community Learning Center 2017 STEM Summer Camp (July 3, 2017 to July 28, 2017) at the contractual rate, funded by the FY'17 21st CCLC grant:

➤	Andrew Ross	Science Teacher	up to 100 hours
➤	Bianca Marinucci	Science Teacher	up to 100 hours
➤	Kimbra Goodwin	Health PE Teacher	up to 100 hours
➤	Danielle Broomhead	Math Teacher	up to 100 hours
➤	Kylene Farnan	Language Arts Teacher	up to 100 hours
➤	Matt Wira	Special Education Teacher	up to 100 hours
➤	Lorie Walsh	Nurse	up to 50 hours
➤	Stacy Baggstrom	Nurse	up to 50 hours
- C. **APPROVE (roll call):** Posting for six (6) CLS staff as School Management Team members for the 2017-2018 school year not to exceed 20 hours each (including summer) at the contracted rate.

- D. **APPROVE (roll call):** Posting for six (6) EHCCS staff as School Management Team members for the 2017-2018 school year not to exceed 20 hours each (including summer) at the contracted rate.
- E. **APPROVE (roll call):** Posting for Spragg extra-curricular activity positions for the 2017-2018 school year at the contractual rate as follows:
- Art Club Advisor
 - I&RS (1)
 - AM/PM Duty Staff (5)
- F. **APPROVE (roll call):** Posting of the following positions for the 2017-2018 school year:
- Physical Education Teacher, CLS
 - In-Class Resource Teacher, CLS
 - Pre-School Inclusion Teacher, CLS
 - Part-time Classroom Aide, CLS
 - Special Education Teacher (HQ ELA), EHCCS
- G. **APPROVE (roll call):** Posting of the following EHCCS extracurricular/coaching positions for the 2017-2018 at the contractual rate:
- Boys Basketball Coach
 - Girls Basketball Coach
 - Athletic Coordinator
 - Athletic Chaperones (Fall & Winter)
 - National Junior Honor Society Advisor
 - Yearbook Advisor
 - Student Council Advisor
 - AM/PM Duty Teachers
 - Intervention and Referral Services Coordinator
 - Long Detention Lead Teacher
 - Office Detention Lead Teacher
- H. **APPROVE (roll call):** The following staff for the Special Education Extended School Year Program (July 3, 2017 to July 28, 2017), at the contractual rate:
- Gianna Miranda Special Education Instructor up to 90 hours
- I. **APPROVE (roll call):** Contract for Night Custodian, Felicitas Cisneros for the 2017-2018 school year at the Step 1 \$32,490.00.
- J. **APPROVE (roll call):** All certificated staff members as members of the school wellness team and eligible for compensation through the School Wellness Grant for the 2017-2018 school year.
- K. **APPROVE (roll call):** Appointment of all district certificated staff as detention, AM/PM duty, athletic chaperones and SMT substitutes for the 2017-2018 school year at the contractual rate.

- L. **APPROVE (roll call):** The following EHCCS staff members for summer hours at the contractual rate:
 - Mrs. Gretchen Halfpenny, Guidance Counselor- up to 25 hours
 - Mrs. Lorie Walsh, School Nurse – up to 15 hours

- M. **APPROVE (roll call):** Appointment of the following substitutes for the 2017-2018 school year:
 - 1. **Custodian (daily rate: \$70.00)**
 - Chambliss Alan
 - Sonia Gonzalez
 - Ryan Heriegel
 - Willie Jenkins

- N. **APPROVE (roll call):** Posting for a Chromebook Camp not to exceed ten (10) hours during the month of August 2017.

- O. **APPROVE (roll call):** Acceptance of CLS, ICR Teacher, Veronica Warrakah’s resignation letter received on 5/9/17 effective 6/30/17.

Attachment

XII. Student Items

- A. **APPROVE (roll call):** Motion to affirm the Harassment, Intimidation, & Bullying (HIB) incidents as reported by the Superintendent and resolved by the building principal, HIB Coordinator, or designee. *Handout*

- B. **APPROVE (roll call):** On-going walking field trips to various institutions/businesses/parks/schools located within Egg Harbor City for all District students throughout the 2017-2018 school year.

- C. **APPROVE (roll call):** The following 21st CCLC Summer Camp trips funded by the FY '17:

<i>DATE</i>	<i>DESTINATION</i>
July 7	Egg Harbor City Lake, Egg Harbor City, NJ
July 14 th	Youngs Skating Trip, Mays Landing, NJ
July 21 st	DiDonotos Bowling & Mini Golf, Hammonton, NJ
July 28 th	Longport Beach, Longport, NJ

XIII. Program Items

- A. **APPROVE (roll call):** Board Goals Action Plan for the 2017-2018 school year. *Attachment*

- B. **APPROVE (roll call):** The Charlotte Danielson Framework for Teaching 2011 Edition as the foundation for the Egg Harbor City School District’s Teacher Evaluation Model to meet the requirements of Excellent Educators for NJ (EE4NJ) for the 2017-2018 school year.

- C. **APPROVE (roll call):** The Multidimensional Principal Performance Rubric Ltd. As the foundation for the Egg Harbor City School District's Principal Evaluation Model to meet the requirements of Excellent Educators for NJ (EE4NJ) for the 2017-2018 school year.
- D. **APPROVE (roll call):** District record of textbooks for the 2017-2018 school year.
Attachment
- E. **APPROVE (roll call):** Five-year curriculum evaluation schedule.
Attachment
- F. **APPROVE (roll call):** The submission of the 2017-18 NCLB and IDEA applications and the acceptance of the allocated funds.
- G. **APPROVE (roll call):** The District Mentoring Plan for the 2017-2018 school year.
- H. **APPROVE (roll call):** The District Professional Development Plan for the 2017-2018 school year.
- I. **APPROVE (roll call):** Submission of the 2017-2018 Bilingual/ESL/ELS Three-Year Program Plan.
Attachment
- J. **APPROVE (roll call):** Acceptance of the EHC Coalition for a Safe Community's Chromebook Summer Camp Grant for \$2190 for the Community School. Funds provided by the Atlantic County Prosecutor's Office.
- K. **RATIFY and AFFIRM:** Submittal of the Dollar General Literacy Foundation Youth Literacy Grant for \$4000.00 for the Community School Library/Media Center.

XIV. Professional Development

Professional development activities have been recommended by building Principals, approved by the Supervisor of Special Projects and the Superintendent as directly related to the fulfillment of individual professional improvement plans and/or required by the New Jersey Department of Education, No Child Left Behind legislation (NCLB), local student Individual Education Plans, or entitlement/discretionary grants. Adequate funds have been appropriated.

- A. **APPROVE (roll call):** Professional Development Workshops for the 2016-2017 school year.
Handout

XV. Policies / Regulations Items

- A. **APPROVE (roll call):** First Reading of the following policy/regulation:
 - 1. 5141.1 Missing, Abused and Neglected Children *Attachment*

XVI. New Business

Regular Meeting

June 14, 2017

Page 13

XVII. Informational Items

- A. AtlantiCare's Turn Your School Wellness Into Wealth Letter, EHCCS
- B. AtlantiCare's Turn Your School Wellness Into Wealth Letter, CLS
- C. AtlantiCare's Hydration Poster Contest Winner

XVIII. Open to Public

XIX. Calendar Dates

July 12 Regular BOE Meeting

XX. Executive Session

Resolution of the Board of Education of the Egg Harbor City School District to permit discussion of subjects in closed sessions

RESOLVED: At a public meeting of the Board of Education held on June 14, 2017, at _____ p.m. that pursuant to sections 7 and 8 of the "Open Public Meetings Act", the following subjects be discussed in a session of the Board of Education closed to the public:

- (1) Litigation
- (2) Personnel
- (3) Contracts
- (4) Negotiations

It is presently anticipated that the items mentioned in the Resolution can be disclosed to the public when a decision is made upon the same, and in personnel matter, with the consent of the employee.

XXI. Adjournment

Time: _____