



Brian Z. London
Superintendent

Todd D'Anna
Business Administrator

Reorganization & Action Meeting Agenda *May 15, 2019*

District Goals

1. Create a comprehensive curricular program that increases and expands students success with new opportunities and experiences for ambitious teaching and learning through rigorous academic and intervention programs.
2. Infuse the use of technology within our curriculum and student culture that fosters an environment of 21st century learning skills that positively impact student achievement.
3. Increase community awareness that improves district communications through effective tools such as a redesigned website, Facebook Twitter, and SchoolMessenger broadcasts.
4. Provide quality customer service to all stakeholders within the district by empowering each member of our school community to be effective leaders.

Board Goals

1. Participate and support the development of a multi-year strategic plan that includes a long-range facilities update.
2. Update board policy to ensure the district is current and at 100% compliance with state law.
3. Participate in the completion of the Board self-evaluation and the Superintendent's evaluation.
4. Increase the attendance by Board members at board, school, and community events.

Goals Board approved on November 16, 2016

1. Call Meeting to Order

I, Todd D'Anna, Board Secretary, call this meeting to order under the Open Public Meeting Act at 5:00 pm.

The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with provisions of this act, the Port Republic Board of Education has caused adequate notice of this meeting to be given by having the date, time and place published in the Press of Atlantic City on **May 12, 2019.**

2. Pledge of Allegiance

3. Roll Call

Member	Present	Absent
Joy Hooper, President		
Suzanne Bellino		
Monica Giberson		
Alex Martin		
Jeff Ropiecki, Vice President		
Brian Z. London, Superintendent		
Todd D'Anna, Business Administrator		
Amy Houck-Elco, Board Solicitor		
	was	was not
A quorum was/was not established.		

4. Board of Education Code of Ethics Review

A school board member shall abide by the following Code of Ethics for School Board Members:

- A. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- B. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- C. I will continue my board action policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- D. I will carry out my responsibility, not to administer the schools, but together with my fellow board members, to see that they are well run.
- E. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- F. I will refuse to surrender my independent judgement to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

- G. I will hold confidential all matters pertaining to the school which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.**
- H. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrator officer.**
- I. I will support and protect school personnel in proper performance of their duties.**
- J. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.**

RESOLVED, pursuant to N.J.S.A. 18A:12-21, that each member of the Board of Education has reviewed the New Jersey School Boards Member Code of Ethics.

FURTHER, to acknowledge each Board member has submitted on this day a signed copy affirming the ethics promise.

Roll Call Vote:

Member	Motion	Seconded by	Vote
Joy Hooper, President			
Suzanne Bellino			
Monica Giberson			
Alex Martin			
Jeff Ropiecki, Vice President			

5. Nominations and Election for Board President

The Business Administrator/Board Secretary will, at this time, ask for nominations for the position of President of the Port Republic Board of Education.

NOMINATIONS:

The Board Administrator/Board Secretary will close the nominations for the President of the Port Republic Board of Education. Vote to Approve:

Member	Motion	Seconded by	Vote
Joy Hooper			
Suzanne Bellino			
Monica Giberson			
Alex Martin			
Jeff Ropiecki			

Nominated:	
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6. Nominations and Election for Board Vice President

The Business Administrator/Board Secretary will, at this time, ask for nominations for the position of Vice President of the Port Republic Board of Education.

NOMINATIONS:

The Board Administrator/Board Secretary will close the nominations for the Vice President of the Port Republic Board of Education.

Member	Motion	Seconded by	Vote
Joy Hooper			
Suzanne Bellino			
Monica Giberson			
Alex Martin			
Jeff Ropiecki			

Nominated:	
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AT THIS TIME THE NEWLY ELECTED PRESIDENT ASSUMES CHAIR

7. MOTION to approve all recommendations listed in items A through J.

Member	Motion	Seconded by	Vote
Joy Hooper			
Suzanne Bellino			
Monica Giberson			
Alex Martin			
Jeff Ropiecki			

A. Appointment of Delegates/Representatives

RESOLVED, that the Port Republic Board of Education designate the following delegates/representatives from the membership of the Port Republic Board of Education:

ACSBA Delegate	
Alternate	
NJSBA Delegate	

B. Appointments

RESOLVED, that the Port Republic Board of Education approve the following committee appointments for the 2019-2020 school year:

Educational Policies Committee	
Fiscal Affairs Committee	
Negotiations Committee	
Building and Grounds Committee	
Personnel Committee	

- C. RESOLVED, that the Port Republic Board of Education appoint the following personnel for the indicated positions for the 2019-2020 school year:**

Affirmative Action Officer	Laura Erber
ADA Coordinator	Brian Z. London
Asbestos Management Officer	William Wheatley
Auditing Firm	Ford-Scott Associates, LLC
Indoor Air Quality Designee	William Wheatley
Insurance Broker	Glenn Insurance
IPM Coordinator	William Wheatley
Right to Know Officer	William Wheatley
School Physician	Dr. Gerald Vekteris
School Solicitor	Amy Houck-Elco, Cooper Levenson Attorneys at Law
Section 504 Officer	Laura Erber
Substance Awareness Coordinator	Laura Erber
Title IX Coordinator	Brian Z. London

D. Bylaws, Policies and Regulations

RESOLVED, that the Port Republic Board of Education approves the bylaws, policies and regulations of the Board of Education as contained in the district policy book and documents issued by the Board and Superintendent for the 2019-2020 fiscal year.

E. Official Newspapers

RESOLVED, that the Port Republic Board of Education appoints the Atlantic City Press and the Current for the 2019-2020 fiscal year.

F. Depository of Funds

RESOLVED, that the Port Republic Board of Education appoints the following Depository of School Funds for the 2019-2020 fiscal year:

Ocean First Bank
NJ Cash Management Fund

G. Authorization to Sign Warrants (Checks)

RESOLVED, that the following lists those authorized to sign warrants on accounts:

General Fund	Two (2) 2 Live	Board President, Business Administrator, Board Vice President (Alternate)
Payroll	Two (2)	Board President, Business Administrator, Board Vice President (Alternate)
Payroll Agency	Two (2)	Board President, Business Administrator, Board Vice President (Alternate)
Student Activities	Two (2)	Superintendent, Business Administrator

H. Board of Education Monthly Meeting Dates and Time

RESOLVED, that the set date and time of the regular Port Republic Board of Education meetings is 5:00 pm on the third Wednesday of each month in the All Purpose Room.

I. 403 Providers

RESOLVED, that the Port Republic Board of Education approve the following 403(b) providers:

Ameriprise Financial
Franklin Templeton
Great American - Annuity Investors Life
Life Insurance Company of the South West
Oppenheimer
AXA Equitable
General American

J. Petty Cash

RESOLVED, that the Port Republic Board of Education establish a petty cash fund of \$300 for the 2019-2020 fiscal year.

K. FYI: Please note that Curriculum and Emergency Management Plan will be submitted at a later date for approval.

At this time, the Board of Education will begin the Regular Monthly portion of the Board of Education Meeting.

1. Roll Call

Member	Present	Absent
Joy Hooper		
Suzanne Bellino		
Monica Giberson		
Alex Martin		
Jeff Ropiecki		

2. Approval of Minutes

MOTION that the Board of Education approve the meeting minutes of March 27, 2019.

March 27, 2019 Action Meeting

Member	Motion	Seconded by	Vote
Joy Hooper			
Suzanne Bellino			
Monica Giberson			
Alex Martin			
Jeff Ropiecki			

3. Presentations – *unless otherwise stated, all presentations will be held during the Action Meeting.*

A. None at this time.

4. Board President's Report

A. None at this time.

5. Board Committee Reports

- A. **Educational Policies Committee (Giberson, Martin)**
1. None at this time.
- B. **Fiscal Affairs Committee (Ropiecki)**
1. None at this time.
- C. **Personnel Committee (Giberson, Ropiecki)**
1. None at this time.
- D. **Negotiations Committee (Hooper, Martin, Bellino Alternate)**
1. None at this time.
- E. **Buildings & Grounds Committee (Bellino, Martin)**
1. None at this time.

6. Superintendent's Report

MOTION to approve all recommendations listed in items A through O of the Superintendent's Report.

Member	Motion	Seconded by	Vote
Joy Hooper			
Suzanne Bellino			
Monica Giberson			
Alex Martin			
Jeff Ropiecki			

A. Monthly Report

1. Upcoming
- 5/7/19 - 5/9/19 NJSLA Testing
 - 5/8/19 12:30 pm EARLY DISMISSAL for Students, Teacher Articulation
 - 5/8/19 - 5/10/19 PTS Flower Sale
 - 5/13/19 Kindergarten Trip
 - 5/14/19 & 5/15/19 NJSLA Testing
 - 5/15/19 BOE Meeting 5:00 pm
 - 5/17/19 Field Day
 - 5/21/19 Teacher of the Year Luncheon
 - 5/23/19 PTS Honor/Merit Roll Luncheon
 - 5/24/19 11:30 am Spelling Bee
 - 5/24/19 12:30 pm EARLY DISMISSAL for ALL
 - 5/27/19 SCHOOL CLOSED Memorial Day

- 5/28/19 Gr. 8 Class Trip
- 5/29/19 Gr. 5-8 Class Trip
- 5/30/19 Gr. 3 & 4 Class Trip
- 5/31/19 6:30 - 9:00 pm Dance in Honor of 8th Gr.
- 6/4/19 8th Gr. Academic Excellence Luncheon
- 6/12/19 9:30 am Kindergarten Graduation
- 6/13/19 12:30 pm EARLY DISMISSAL for students
- 6/13/19 6:30 pm Eighth Grade Graduation
- 6/14/19 12:30 pm EARLY DISMISSAL for ALL
- 6/14/19 LAST DAY OF SCHOOL, Report Cards Sent Home
- 6/19/19 5:00 pm BOE Meeting

2. **Student Enrollment** as of 5/13/19 is **103**

3. **Suspension Report**

	In	Out
Monthly	0	1
Year Total	0	1

B. **Harassment, Intimidation and Bullying (HIB) Incident Report**

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to affirm the Superintendent's decisions associated with the harassment, intimidation and bullying (HIB) incidents.

Date Reported to Superintendent	Case Number	Result	Action
N/A			

C. **Safety and Security**

RECOMMEND that the Board of Education on the recommendation of the Superintendent, approve the following Safety and Security Drills.

Date	Time	Type	# of Staff Present	# of Students Present	# of Visitors Present
4/29/19	1:20 pm	Lockdown	22	99	
4/30/19	9:37 am	Fire Drill	22	99	2
4/30/19	1:41 pm	Lockdown	22	99	2
5/15/19	12:35 pm	Fire Drill	21	100	0

D. Field Trips

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Field Trips.

Date	Grade(s)	Teacher(s)	Location
5/20/19 Rescheduled from 5/13/19 due to rain	K	Mull	Cape May Zoo, Cape May, NJ
5/28/19	8	Jason Laning	Great Adventure, Jackson, NJ

● **Academic Excellence Luncheon**

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve Mr. London to transport 2 students to the luncheon on Tuesday, June 4, 2019. Mr. London will provide all appropriate insurance information.

E. Facilities Use

Resolved to approve

Use of the following spaces at Port Republic School District by the Port Republic Community Church:

- All purpose Room and attached kitchen area
- Classrooms
 - 112
 - 107
 - 110
- Restrooms located in the middle school wing
- Parking lot and entrance

The spaces will be provided at an initial cost of \$ ____\$150____per use for the following dates.:

June 2, June 9, June 16, June 23 and June 30.

Any additional custodial fees incurred by the school will also be charged to the Church for each use, above the \$150 facility usage fee. It is understood that this rate is an initial cost estimate provided to the Port Republic Community Church to help them obtain a suitable location when their lease expires June 1, 2019 from their current facility. The per use rate will change by the June 19, 2019 Board Meeting after the District has had an opportunity to truly quantify costs and update its policy and regulations.

This approval is contingent upon the Port Republic Community Church providing proof of insurance in the amount of \$1,000,000 with the Port Republic School District named as additional insured to protect the District against liability.

F. **Personnel**

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following **Certificated Staff** positions. **(teachers are being approved at their 2018-2019 step and salary, pending negotiation of PREA contract)**

Position	Name	Step	Annualized Salary Amount or Hourly Rate
Superintendent	Brian London	NA	\$106,088.94
Kindergarten	Kristen Mull	BA - B	\$53,302.00
First/Second Gr. Math & Social Studies	Heather LoBiondo	BA - L	\$76,834.00
First/Second Gr.. ELA & Science	Elizabeth Torroni	BA - C	\$53,502.00
Third/Fourth Gr. Math & Science	Erica Polito	BA + 30 - L	\$78,717.00
Third/Fourth Gr. ELA & Social Studies	Amy Nass	MA -D	\$57,084.00
Gr. 5-8 English Language Arts	Leanne Parker	BA - L	\$75,327.00
Gr. 6-8 Mathematics	Madeline Albright	BA - F	\$55,327.00
Gr. 5 Mathematics, Gr. 5-8 Science	Lisa Stewart	BA + 30 - B	\$55,701.00
Gr. 5-8 Social Studies	Jason Laning	MA - L	\$79,922.00
Part Time Health & Physical Education	Helene Gross	BA - L (.80)	\$66,601.00
Special Education	Nancy Kirner	MA - L	\$79,922.00
School Nurse	Laura Erber	BA + 15 - G	\$58,589.00
Gr. K-8 Technology, VAPA, Spanish	Rebecca Weis	MA - C	\$56,766.00
Part Time Basic Skills	Rebecca Platt	BA - D (.68)	\$36,585.00
Part Time Special Ed	Barbara Byrnes	BA + 15 - B (.68)	\$37,369.00
Part Time Special Ed	Robin Hess	BA - B (.69)	\$36,778.00
Part Time Special Ed	Brianna Paulowsky	BA - B (.68)	\$36,245.00
Part Time Speech	Catherine Muniz	MA - L (.4)	\$31,968.80

Personnel

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following **Substitute** positions.

Position	Name	Amount
Substitute Teacher	Stephanie Odell	\$80 per day

- **Substitute Credential Application**

RECOMMEND that the Board of Education on the recommendation of the Superintendent, to submit the Renewal Substitute Credential Application for MaryEllen Mehler.

G. **Curriculum and Instruction**

1. N/A

H. **Professional Development**

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Professional Development opportunities.

Date	Staff Member	Workshop	Location	Cost
7/22/19 7/24/19 7/25/19	Kristen Mull Elizabeth Carpino Amy Nass Leanne Parker Barbara Byrnes Nancy Kirner Robin Hess Brianna Paulowsky Rebecca Platt Jason Laning		Port Republic School	\$100.00 per day, per person

I. **District Policies**

1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Revised Policies.

Date	Policy #	Policy
5/15/19	5141.4	Child Abuse and Neglect
5/15/19	5141.4R	Missing, Abused & Neglected Children Regulation
5/15/19	5141.4LR	Missing, Abused & Neglected Children Legal Reference

J. **QSAC**

1. Nothing at this time.

K. **NJ Department of Education State Reports**

1. Civil Rights Data Collection.
2. CDS (County, District, School)

L. **Student Teacher Field Placement Requests**

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following student teaching placements.

Grade Level Assignment	Name	Length of Assignment
N/A		

M. **Calendar Revisions**

1. Motion to approve the 2019-2020 Yearly School Calendar

N. **Comprehensive Equity Team**

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Comprehensive Team Members:

Brian London
Laura Erber
William Kurtz

O. **Comprehensive Equity Plan for the 2019-2020 through the 2021-2022 School Years**

Motion to approve as recommended by the Superintendent the Comprehensive Equity Plan for the 2019-2020 through the 2021-2022 school years.

P. **Discussion Items**

1. Summer Schedule.

7. **School Business Administrator's Report**

MOTION to approve all recommendations listed in items A through F of the School Business Administrator's Report.

Member	Motion	Seconded by	Vote
Joy Hooper, President			
Suzanne Bellino			
Monica Giberson			
Alex Martin			
Jeff Ropiecki, Vice President			

- A. **Cash Report of Board:** Motion to accept the Report of School Monies for the month ending March 31, 2019.
- B. **Board Secretary's Reports:** Motion to accept the Financial Reports of the Board Secretary for March 31, 2019.
- C. **Budget Transfers:** Motion to accept the attached budget transfers for the month of March 2019 in the amount of \$15,814 for Fund 10 and 18,653 for fund 20..
- D. **Revenue Changes:** There are no revenue changes.
- E. **Bill List:** Motion to approve the Board Secretary's Bill List for the period of March 28, 2019 through May 15, 2019, in the amount of \$420,114.26.
- F. **Contracts**
1. Motion to approve the 2019-2020 Consolidation of School Nutrition Programs Agreement.
 2. Motion to approve the 2019-2020 Food Service Contract with Galloway Township Public School District in the amount of \$15,000 for food service management services described in the attached contract.
 3. Resolved to approve the 2018-2019 Preschool Special Education Contract with Mullica Township Public Schools for One on One Aide services in amount of \$14,994.00, beginning February 4, 2019 through June 30, 2019.
 4. Resolved to approve the 2018-2019 Preschool Special Education Tuition and Speech Services Contract with Mullica Township Public Schools for an amount of \$10,894.00, beginning February 4, 2019 through June 30, 2019.

Preschool Tuition	\$8,065.00
Speech	<u>\$2,829.00</u>
Total	\$10,894.00

G. Grants

1. None at this time.

H. Discussion Items

1. None at this time.

8. Old Business

- A. District BOE Goals/Action Plan.
- B. CSA Evaluation.

9. New Business

- A. None at this time

10. Public Comments – Open the meeting to the public.

Motion to open the meeting to the public.

Member	Motion	Seconded by	Vote
Joy Hooper, President			
Suzanne Bellino			
Monica Giberson			
Alex Martin			
Jeff Ropiecki, Vice President			
Time Opened			

Recognition of Citizens – for agenda items only

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff have had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited to topics to be addressed on the published agenda and limited in length to 5 minutes.

11. Public Comments – Close the meeting to the public.**Motion to close the meeting to the public.**

Member	Motion	Seconded by	Vote
Joy Hooper, President			
Suzanne Bellino			
Monica Giberson			
Alex Martin			
Jeff Ropiecki, Vice President			
Time Closed			

12. Executive Session - NONE ANTICIPATED**13. Adjournment****Motion to adjourn the Board of Education Regular meeting.**

Member	Motion	Seconded by	Vote
Joy Hooper, President			
Suzanne Bellino			
Monica Giberson			
Alex Martin			
Jeff Ropiecki, Vice President			
Time Adjourned at			