



**BOARD BRIEFS
PREPARED BY THE OFFICE OF THE
SUPERINTENDENT
DR. CLARENCE ALSTON
900 WEST LEEDS AVENUE
PLEASANTVILLE, NEW JERSEY 08232**

At the November 25, 2008, Board of Education Meeting, the Pleasantville Board of Education approved the following items:

FINANCE

It is recommended, that the payments totaling **\$4,051,173.50** November 12, 2008 through November 25, 2008 be approved by the Board. The payments have been reviewed by the Business Administrator/Board Secretary.

RESOLUTIONS/FINANCE:

It is recommended, that the Board of Education of the City of Pleasantville approve the following Finance Items:

1. Approval of 2008-2009 Purchase Orders in the amount of **\$574,934.90**.
2. Approval of 2008-2009 Transfers in the amount of **\$73,000.00**
3. Approval of 21st Century payments in the amount of **\$534.18**.
4. Approval of the Facilities Usage Report dated November 25, 2008. (see attached).
5. Approval of tuition for one student ID#1195121, T.D. to attend Creative Achievement Academy-Grape St. LLC, for the 2008-2009 school year. A tuition rate of **\$197.94** per diem.
6. Approval of tuition for two students ID#1080177, S.W. and ID#1125009, T.W. to attend Pineland Learning Center for the 2008-2009 school year. At tuition rate of **\$212.77** per diem.
7. Approval of 2008-2009 Joint Transportation Agreement between Atlantic County Special Services and the Pleasantville School District in the amount of **\$728,150.20**.
8. Approval of the 2009-2010 Abbott Program District Budget, for the Early Childhood Education Program in the amount of **\$7,373,400.00**.

9. Resolution to approve IDEA FY 2009 funding. Individuals with disabilities education act of 2004 Part B fiscal year 2009 funding allocations:

Basic Allocation: **\$976,049.00**

Pre-school Allocation: **\$ 25,877.00**

Addendum: Resolution approving the re-instatement of the insurance broker Corporate Employee Benefits as the district's broker of record.

HUMAN RESOURCES:

It is recommended that the Board of Education accepts the recommendation of the Superintendent and hereby approves the following:

1. SUBSTITUTES

Name	Position	Location	Effective Date	Salary	Funding Source
Tanoa Bettis Cindy Aikens Morton Rodman Ashley Parker Alicia Santamaria	Substitute Teachers	District	Nov 26, 2008- Jun 30, 2009	\$95.00 per day	11-120-100-100-0000-236 11-130-100-100-0000-236 11-140-100-100-0000-236
Michael Griffin Wandah Harris	Substitute Custodians	District	Nov 12, 2008- Jun 30, 2009	\$9.50 per hr	11-000-262-100-0000-xxx

2. CERTIFIED STAFF (ADMINISTRATOR)

Name	Position	Location	Effective Date	Salary	Funding Source
Maurice Lesser	Director of Student Services	District	Dec 1, 2008- Jun 30, 2009	\$124,000, (pro-rated)	20-250-200-104-0000-400

3. CERTIFIED STAFF

Name	Position	Location	Effective Date	Salary	Funding Source
Jennifer Martinez	Teacher	SMSS	Dec 1, 2008- Jun 30, 2009	\$48,506 (pro-rated), MA, Step 1	15-120-100-101-0000-095
Lisa Betty	Teacher	PHS	Feb 1, 2008- Jun 30, 2009	\$48,506 (pro-rated), MA, Step 1	15-140-100-101-0000-050

4. ADJUSTMENT TO START DATE

Name	Position	Location	Effective Date	Salary	Funding Source
Patricia Pressley	Social Worker	LAS	From: Dec 15, 2008- Jun 30, 2009 To: Dec 1, 2008- Jun 30, 2009	\$50,293 (pro-rated MA, Step 7	15-000-211-100-0000-080

5. RETIREMENT

Name	Position	Location	Effective Date	Salary	Funding Source
Kathleen Mitchell	Supervisor	District	Sept 1, 2009	**\$113,293	11-000-221-102-0000-400

**Salary change effective July 1, 2009

6. RESIGNATION

Name	Position	Location	Effective Date	Salary	Funding Source
Deborah Marszalec	Teacher	PHS	Dec 23, 2008	\$51,727	15-140-100-101-0000-050
Robert Gordon	Teacher	PHS	Jan 31, 2009	\$50,293	15-140-100-101-0000-050

7. EMERGENT HIRE

Name	Position	Location	Effective Date	Salary	Funding Source
James Ruffin, Jr	Director of Human Resources	District	Dec 1, 2009- Jun 30, 2009	\$125,000, (pro-rated)	11-000-251-100-0000-236

8. SALARY ADJUSTMENT

Name	Position	Location	Effective Date	Salary	Funding Source
Jennifer Marcus	From: Asst Principal Secretary To: Principal Secretary	EC-Decatur	Oct 29, 2008- Jun 30, 2009	\$29,848 (pro-rated), Step 6	20-211-100-101-0000-234

9. TRANSFERS

Name	Position	Location	Effective Date	Salary	Funding Source
Desiree Daniels-Green	Teacher	From: SMSS To: WAS	Dec 1, 2008- Jun 30, 2009	N/A	N/A
Deneen McQueen	Social Worker	From: EC-Decatur To: LAS	Dec 1, 2008- Jun 30, 2009	N/A	N/A
Patricia Pressley	Social Worker	From: LAS To: EC-Decatur	Dec 1, 2008- Jun 30, 2009	N/A	N/A
Joan W. Robinson	From: Interim Director of Human Resources To: Supervisor of Funded Programs/Bilingual/ESL	District	Dec 1, 2008- Jun 30, 2009	\$115,670	20-231-100-100-0000-545

10. INTERMITTENT MEDICAL LEAVE OF ABSENCE W/BENEFITS

Name	Position	Location	Effective Date	Salary	Funding Source
Sherry Adams	Instructional Aide	MSP	Nov 12, 2008- Jun 30, 2009	N/A	N/A
Donna McGoldrick	Teacher	PHS	Nov 12, 2008- Jun 30, 2009	N/A	N/A

11. MEDICAL LEAVE OF ABSENCE W/BENEFITS

Name	Position	Location	Effective Date	Salary	Funding Source
Iris Nesbitt	Security Officer	MSP	Nov 12, 2008- Jan 5, 2009	\$1,867.20	15-000-262-106-0000-055

12. CORRECTION –**FROM: CHILD REARING LEAVE WITH BENEFITS****TO: CHILD REARING LEAVE WITHOUT BENEFITS**

Name	Position	Location	Effective Date	Salary	Funding Source
Yolanda Henderson	Social Worker	LAS	Mar 11, 2009- Jun 30, 2009	\$1,205.02	15-000-211-100-0000-080

13. RETRO PAY – PULLED**14. HOME INSTRUCTION**

Name	Position	Location	Effective Date	Salary	Funding Source
Elizabeth DuBose	Home Instructor	District	Nov 1, 2008- Jun 30, 2009	\$37.00 per hr	11-150-100-101-0000-400
Renee Hill	Home Instructor	District	Nov 14, 2008- Jun 30, 2009	\$37.00 per hr	11-150-100-101-0000-400

15. 3-7 IN SCHOOL SUSPENSION PROGRAM

Name	Position	Location	Effective Date	Salary	Funding Source
Elizabeth DuBose	Teacher	MSP	Nov 26, 2008- Jun 19, 2009	\$37.00 per hr	15-130-100-101-0000-055

16. 100 HOURS PRE-K TRANSPORTATION

Name	Position	Location	Effective Date	Salary	Funding Source
Jennifer Marcus	Secretary	EC-Decatur	Oct 20, 2008- Jun 30, 2009	\$22.00 per hr	20-211-100-101-0000-234

17. INTERIM POSITION

Name	Position	Location	Effective Date	Salary	Funding Source
Anthony Norman	Interim Principal	NM	Oct 30, 2008	\$100.00 per day (if position exceeds 15 days)	11-000-221-102-0000-234

18. NUTRI SERVE STAFF

Name	Position	Location	Effective Date	Salary	Funding Source
Dorothy Penn	Food Service Worker	WAS	Nov 14, 2008- Jun 30, 2009	N/A	N/A
Kenneth Smith	Food Service Manager	LAS	Nov 12, 2008- Jun 30, 2009	N/A	N/A

19. END OF EMPLOYMENT

Name	Position	Location	Effective Date	Salary	Funding Source
Racquel Valentine Paula Gilbert Tonya McKinley Gwen Robinson Helen Byrd Evangeline Corbitt Sharon Cross	Nutri-Serve	District	Jul 1, 2008	N/A	N/A
Jose Espada Carmen Subervi	Substitute Bus Driver	District	Nov 25, 2008	N/A	N/A

20. ROWAN UNIVERSITY CLINICAL PRACTICE

Name	Position	Location	Effective Date	Salary	Funding Source
Alicia Brown	9 th -12 th Grade Math Practice with Bonnie Warwick	PHS	Jan 20, 2009- May 8, 2009	N/A	N/A

21. RUTGER'S FIELD EXPERIENCE MENTORING

Name	Position	Location	Effective Date	Salary	Funding Source
Allison Abbate	Library Field Experience Mentee with Ruth Homer	MSP	Jan 5, 2009- May 31, 2009	N/A	N/A

22. VOLUNTEER

Name	Position	Location	Effective Date	Salary	Funding Source
Anna Bullock	Aide	SMSS	Nov 13, 2008- Jun 30, 2009	N/A	N/A

23. JOB DESCRIPTION & POSTING

It is recommended that the Board of Education accepts the recommendation of the Superintendent and hereby approves the following job description & posting:

CONFIDENTIAL SECRETARY

24. ORGANIZATIONAL CHART

It is recommended that the Board of Education accepts the recommendation of the Superintendent and hereby approves the following:

**ORGANIZATIONAL CHART
(October 2008)**

**ADDENDUM A
ITEMS FOR HUMAN RESOURCES
Board Meeting of Tuesday, November 25, 2008**

25. It is recommended that the Board of Education accepts the recommendation of the Superintendent and hereby accepts the following:

SALARIES FOR THE 2007 – 2008 SCHOOL YEAR

Name	Position	Location	Effective Date	Salary	Funding Source
Dennis Mulvihill	Business Administrator / Board Secretary	District	Jul 1, 2007- Jun 30, 2008	\$127,000	11-000-251-100-0000-351
Gregory Allen	Assistant Superintendent Curriculum & Instructional Services	District	Jul 1, 2007- Jun 30, 2008	\$128,000	11-000-230-100-0000-232

26. It is recommended that the Board of Education accepts for recommendation of the Superintendent and hereby accepts the following:

SALARIES FOR THE 2008 – 2009 SCHOOL YEAR

Name	Position	Location	Effective Date	Salary	Funding Source
Dennis Mulvihill	Business Administrator / Board Secretary	District	Jul 1, 2008- Jun 30, 2009	\$132,080	11-000-251-100-0000-351
Gregory Allen	Assistant Superintendent Curriculum & Instructional Services	District	Jul 1, 2008- Jun 30, 2009	\$133,120	11-000-230-100-0000-232

PLEASANTVILLE PUBLIC SCHOOLS
Pleasantville, NJ
JOB DESCRIPTION

CONFIDENTIAL SECRETARY

QUALIFICATIONS:

1. High school diploma and secretarial experience;
2. Excellent secretarial skills with strong computer skills - word processing, databases & spreadsheets

3. Strong analytical, communication, and human relations skills with the ability to work collaboratively
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Designated Central Office Administrator

JOB GOALS:

Serve as confidential secretary to the designated central office administrator. Assist the executive secretary with administrative duties and school/district activities.

PERFORMANCE RESPONSIBILITIES:

1. Assist the executive secretary with the workflow of the designated administrator;
2. Perform all secretarial and confidential work as assigned by the designated administrator and/or executive secretary;
3. Assist in the preparation of all correspondence and/or reports from the designated central administrator's office;
4. Assist the executive secretary in maintaining filing system, as well as confidential files,
5. Assist in processing incoming correspondence;
6. Place and receive telephone calls and record messages for the designated administrator;
7. Perform such additional duties and activities as are consistent but are not included with those listed above.

TERMS OF EMPLOYMENT:

Twelve (12) month, Non-union position; Salary – \$27,500

Addendum: Resolution that Lonniyell Sykes be returned one half of her used sick days (6), return to work by December 1, 2008 and be transferred to another department for the remainder of the 2008-2009 School Year.

CURRICULUM & INSTRUCTION:

It is recommended that the Board of Education accept the recommendation of the Superintendent and approve the following Curriculum and Instruction Items:

1. Approval of Employee Conference/Workshop Requests (Form Attached)
2. Approval of Fund Raiser Requests (Form Attached)

3. Approval of Activity Requests (Form Attached)
4. Approval of Student Field Trips

SCHOOL	DATE	EVENT/LOCATION	COST	Acct#
21 ST CENTURY CARE PROG.	12/4 OR 12/5 (RAINDATE)	Johnson's Corner Farm Medford, NJ	N/C	BOE APPROVED 11/12/08 CANCELED DUE TO RAIN
LAS	11/14/08	Pleasantville Fire Department	\$50.00	15-000-270-512- 0000-080
MSP MULTICULTURAL CLUB	5/14/09	Six Flags Multicultural Festival Jackson, NJ	\$500.00	15-000-270-512- 0000-055
MSP MULTICULTURAL CLUB	5/16/09	Six Flags Multicultural Festival Jackson, NJ	\$500.00 \$960.00	15-000-270-512- 0000-055 #557 – DRAMA CLUB
MSP	12/11/08	Stockton Performing Arts Center/Pomona & McDonald's /Absecon	\$500.00	15-000-270-512- 0000-055 <i>REG. & FOOD PD FOR BY ASPIRA, INC.</i>
MSP	1/29/09	Stockton Performing Arts Center "Harriet Tubman"/Pomona	\$655.00	15-000-270-512- 0000-055 15-190-100-800- 0000-055
PHS	12/5/08	Highland Regional High School Blackwood, NJ	\$350.00	15-401-100-800- 0000-050
LAS & WAS	12/11/08	Stockton Performing Arts Center/Pomona Wash's Grand Hall/Pleasantville	\$200.00	15-000-270-512- 0000-080 15-000-270-512- 0000-060 <i>REG. & FOOD PD FOR BY CHILDREN'S CULTURAL ARTS FOUNDATION</i>
PHS/TWILIGHT PROGRAM	12/5/08	Pleasantville's Tree Lighting Ceremony	\$50.00	15-000-270-512- 0000-050

5. Approval of Home Instruction

ID#	# Hrs Per Week	# of Weeks	# of Days	Hourly Rate	Total Cost	Account #
1280081	10	6	60	\$37.00	\$2,220.00	11-150-100-101-0000-400
0895093	5	15	125	\$37.00	\$2,775.00	11-150-100-101-0000-400
3002084	5	4	20	\$37.00	\$740.00	11-150-100-101-0000-400
0980048	5	1.2	6	\$ 37.00	\$222.00	11-150-100-101-0000-400
1160148	5	1.2	6	\$37.00	\$222.00	11-150-100-101-0000-400
1285061	5	1.2	6	\$37.00	\$222.00	11-150-100-101-0000-400
1260220	5	1.2	6	\$37.00	\$222.00	11-150-100-101-0000-400
1185043	5	1.2	6	\$37.00	\$222.00	11-150-100-101-0000-400

1285060	5	1.2	6	\$37.00	\$222.00	11-150-100-101-0000-400
216006	5	1	5	\$37.00	\$185.00	11-150-100-101-0000-400

6. Approval of Out-of-District Placements – N/A
7. Date Change of Prior Approved BOE Item(s) - N/A
8. Approval of a half-day schedule for Greyhound Academy on November 26, 2008.
9. Approval of request by Elizabeth DuBose, MSP Special Education Teacher, for permission to conduct a teacher and student survey on the effectiveness of the Middle School Out of School Suspension.
10. Approval of request by Rayna Hendricks, MSP LAL Teacher, for permission to conduct a teacher survey on the effectiveness of the Middle School configuration in relation to the development of adolescents.
11. Approval for the Middle School to create a Protect the Environment Club for the 2008-09 school year. The club will spearhead a recycling program at the Middle School and encourage classrooms; teachers and students to participate. Club will explore impact of humans on the environment, sources of pollution and ways that citizens can help.
12. Approval for the Middle School of Pleasantville to apply for a NCLB Title I 10G Continuation Grant Year 2 of 3, in the amount of \$100,000.00.
13. Approval of the Middle School of Pleasantville's 8th Grade Graduation Ceremony to be held on June 22, 2008, from 10:00am – 11:45am. Total cost for program not to exceed \$9,000.00. Account #15-000-240-600-0000-055/15-000-240-500-0000-055. – **Item pulled**
14. Approval of the Pleasantville High School's Senior Prom scheduled for April 24, 2009, at Flander's hotel Banquet and Conference Center in Ocean City, NJ. Cost for activity \$15,000.00. Activity Account # 2010.- **Item pulled**
15. Approval of the Pleasantville High School After Prom on April 24-25, 2009, beginning at 11:00pm. Total cost not to exceed \$8,000.00. Activity account #s 528 (misc)/#47 (After Prom) – **Item pulled**
16. Approval for Washington Avenue to host Pro-Kids "Getting Smarter About Character" assemblies for students and families on January 8, 2009. Impact Communications, Inc. will provide three (3) Pro Kids Character Education Assemblies (12:30, 1:30, and 6:30 PM) on January 8, 2009. Cost for presentations \$1,200.00. Account # 15-190-100-320-0000-060.
17. Approval for South Jersey Youth Alliance to perform three (3) assemblies on December 4, 2008, at the Middle School. The focus will be on "Choices" at a cost not to exceed \$2,400.00. Account#15-190-100-320-0000-055
18. Approval of request from the Middle School to conduct a fifteen (15) week Academic Academy, beginning Tuesday, January 6, 2009- Saturday, April 24,

2009. This academically based program has been designed to provide an intense focus on the Language Arts Literacy, Mathematics, and Science skills our children are deficient in, based on the data from assessment(s). The academy will be held on Tuesdays and Thursdays after-school from 3:20pm to 4:20pm and Saturdays from 8:30am to 12:30pm.

1 Lead Teacher @ 42.00 per hour X 4 hours per week = \$168.00 x 12 wks. = \$2,016.00

1 Substitute Lead Teacher (*No Additional Charge*)

12 Teachers @ 37.00 per hour X 6 hours per week = \$3,108.00 x 14 wks. = \$37,296.00

- 3 Language Arts Literacy Teachers
- 3 Mathematics Teachers
- 1 Science Teacher
- 2 ESL / Bilingual Teachers
- 3 Special Education Teachers
- 5 Substitute Teachers (*No Additional Charge*)

1 School Nurse @ 37.00 per hour X 4 hours per week = \$148.00 x 12 wks. = \$1,776.00

3 Support Staff @ 22.00 per hour X 5 hours per week = \$330.00 X 12 wks. = \$4,620.00

- 1 Security
- 1 Custodian
- 1 Secretary

Total cost for Saturday Academy \$45,708.00. Account#15-000-221-104-0000-055.

19. Approval of request by the Mainland American Legion Auxiliary Unit #81 to facilitate the following Student Achievement Projects.

- Annual Americanism Essay Contest
- Poppy Poster Contest
- Girls' State Contest

The projects will be available for student participation from November, 2008 through May, 2009, at no additional cost to the district.