

PLEASANTVILLE BOARD OF EDUCATION
Pleasantville High School/701 Mill Road/Cafeteria
REGULAR BOARD WORKSHOP/ACTION MEETING
February 24, 2015
6:07 P.M.
MINUTES

1. Call to Order – Board President, Mrs. Doris V. Graves at 6:07 p.m.
2. Reading of the Open Public Meetings Act Notice – Board President, Mrs. Doris V. Graves

Statement-Board President

"This is to advise those present at this February 24, 2015 Regular Board Action Meeting of the Board of Education of the City of Pleasantville, in the County of Atlantic, that Notice was given on January 21, 2015 of the 2015 Revised Annual Designation of the Regular Monthly Board Meetings and on February 19, 2015 due to the cancelation of the February 17, 2015 Board Meeting, as required by the provisions of Chapter 231 of the Laws of 1975; Notice thereof has been distributed for publication in the Press, the Absecon/Pleasantville Current and the Mainland Journal, posted in the Administration Building and forwarded to the City Clerk of the City of Pleasantville, within the time required by said act."

3. Roll Call – Board Secretary, Mr. Dennis J. Mulvihill:

Mrs. Bernice Couch	<u>Present</u>
Mr. Lawrence A. Davenport	<u>Present</u>
Mr. Johnny McClellan	<u>Present</u>
Mr. Paul Moore, Jr.	<u>Present</u>
Ms. Sharnell S. Morgan	<u>Present</u>
Mr. Jerome Page	<u>Present</u>
Mrs. Ethel Seymore	<u>Present</u>
Mrs. Carla Thomas	<u>Present</u>
Mrs. Doris V. Graves	<u>Present</u>

4. Flag Salute and Moment of Silence - by Mr. Johnny McClellan

Motion made to change the agenda to go into Executive Session, as per the request of the Interim Superintendent.

Motion by Mr. Jerome Page Second by Mrs. Ethel Seymore
Motion withdrawn in order to proceed with Voices of the Children.

Voices of the Children – presentation by students from South Main Street School.

5. Reading of the Public Notice of the Cancelled February 17, 2015 Board Meeting of which was not rescheduled and Commencement of the February 24, 2015 Board Meeting as previously scheduled.
6. Voices of the Children – Introduced by Mrs. Doris V. Graves (*please see above*)

Motion to amend the Agenda to change the order of Agenda Items #8 and #9.

Motion by: Ms. Sharnell Morgan Second by: Mrs. Carla Thomas Yea: X

Roll Call:

Mrs. Bernice Couch	<u>Yes</u>
Mr. Lawrence A. Davenport	<u>Yes</u>
Mr. Johnny McClellan	<u>Yes</u>
Mr. Paul Moore, Jr.	<u>Yes</u>
Ms. Sharnell S. Morgan	<u>Yes</u>
Mr. Jerome Page	<u>Yes</u>
Mrs. Ethel Seymore	<u>Yes</u>
Mrs. Carla Thomas	<u>Yes</u>
Mrs. Doris V. Graves	<u>Yes</u>

MOTION PASSED

The Minutes reflect the changes made to the original order of the Agenda items. (#8 & #9 were switched)

8. Workshop Items from February 17, 2015 Board Meeting – of which was canceled due to inclement weather - Presented by District Department Heads: Curriculum & Instruction – Dr. Garnell Bailey and Mrs. Brigitte White (*Mrs. White not present*); Finance – Mr. Dennis J. Mulvihill and Mr. Elisha Thompkins, Jr.; Facilities – Mr. William Marsh; Personnel – Mr. Mark Delcher
- *Dr. Bailey introduced the C & I Coaches and provided the Board with computers to view the educational programs available and to view a sample of the PARCC test. Dr. Bailey presented and discussed the C&I Agenda Items. C & I vote was taken. (See page 34 for C&I approval vote)*
 - *Mr. Mulvihill presented the Finance Agenda Items. Mr. Thompkins discussed some Agenda Items.*
 - *Mr. Marsh presented and discussed the Facility Usage Report.*

Motion for the Superintendent to provide a weekly newsletter to the Board Members.

Motion by Ms. Sharnell Morgan Second by Mr. Jerome Page Yea: X

Roll Call:

Mrs. Bernice Couch	<u>Yes</u>
Mr. Lawrence A. Davenport	<u>Yes</u>
Mr. Johnny McClellan	<u>Yes</u>
Mr. Paul Moore, Jr.	<u>Yes</u>
Ms. Sharnell S. Morgan	<u>Yes</u>
Mr. Jerome Page	<u>Yes</u>
Mrs. Ethel Seymore	<u>Abstain</u>
Mrs. Carla Thomas	<u>Yes</u>
Mrs. Doris V. Graves	<u>Yes</u>

MOTION PASSED

Finance Agenda and Finance Addenda were voted on. (Please see page 9.)

- *Mr. Delcher presented and discussed the Human Resource Agenda Items. (Please see tabled items on pages 10 and 16 and complete HR vote on page 37.)*

9. Public Comments. Please limit comments to (5) minutes and all comments should be courteous and respectful.

- Mr. Nestor Smith, Attorney, was interviewed by the Board. Mr. Smith arrived after a previous Special Board Meeting had already adjourned.
- Mr. David Callaway
- Ms. Michelle Masterman
- Minister George Condry – not present
- Ms. Shawn Fitzgerald – not present
- Ms. Ernestine Smith

***Please see page36 for the continuation of Board Meeting.**

10. Motion to go into Executive Session Board President, Mrs. Doris V. Graves

Motion by _____ Second by _____

11. Executive Session

Motion by _____ and Seconded by _____ at _____, it is hereby resolved that the Pleasantville Board of Education may go into closed or private session from which the public shall be excluded in accordance with the provisions as set forth in N.J.S.A. 10:4-12 and 10:4-13. The following subjects shall be discussed on this date in the session of the Board closed to the public: PERSONNEL, PUPIL MATTERS, PENDING, AND ANTICIPATED LITIGATION. BE IT FURTHER RESOLVED that the discussion in closed session will be disclosed to the public at this time or a future meeting of the Board when it is no longer necessary to maintain the confidential nature of the items discussed.

Roll Call:

Mrs. Bernice Couch	_____	Mr. Jerome Page	_____
Mr. Lawrence A. Davenport	_____	Mrs. Ethel Seymore	_____
Mr. Johnny McClellan	_____	Mrs. Carla Thomas	_____
Mr. Paul Moore, Jr.	_____	Mrs. Doris V. Graves	_____
Ms. Sharnell S. Morgan	_____		

12. Motion to come out of Executive Session - Board President, Mrs. Doris V. Graves

Motion by: _____ Second by: _____ Yea: _____

Roll Call:

Mrs. Bernice Couch	_____	Mr. Jerome Page	_____
Mr. Lawrence A. Davenport	_____	Mrs. Ethel Seymore	_____
Mr. Johnny McClellan	_____	Mrs. Carla Thomas	_____
Mr. Paul Moore, Jr.	_____	Mrs. Doris V. Graves	_____
Ms. Sharnell S. Morgan	_____		

13. Reconvene Board Meeting

14. Motion to Adjourn the Meeting - Board President, Mrs. Doris V. Graves.

Motion by: _____ Second by: _____ Yea: _____ Nay: _____

PLEASANTVILLE BOARD OF EDUCATION
Pleasantville High School/701 Mill Road/Cafeteria
REGULAR BOARD ACTION MEETING
February 24, 2015
6:00 p.m.

FINANCE
MINUTES

1. Approval of the Bill List for January 21, 2015 through February 24, 2015 Warrant Account in the amount of \$3,123,495.12. The payments have been reviewed by the Business Administrator/Board Secretary.
2. Approval of Payroll for period ending January 16, 2015 in the amount of \$2,230,565.04. The payments have been reviewed by the Business Administrator/Board Secretary.
3. Approval of Payroll for period ending January 30, 2015 in the amount of \$2,232,305.70. The payments have been reviewed by the Business Administrator/Board Secretary.
4. Approval of the Transfers for Fund 11 account ending December 31, 2014 in the amount of \$138,639.00. The Transfers have been reviewed by the Business Administrator/Board Secretary.
5. Approval of Transfers for Fund 15 account ending December 31, 2014 in the amount of \$96,311.00. The Transfers have been reviewed by the Business Administrator/Board Secretary.
6. **Certification of No Over Expenditures**
Pursuant to N.J.A.C. 6A:22-2.11 (c), I, Dennis J. Mulvihill, Board Secretary, certify that as of December 31, 2014, no budgetary line item account has obligation and payments which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A.18A:22-8 and 18A:22-8.1, and that the District financial accounts have been reconciled and are in balance.
7. Acceptance of the Treasurer and Secretary Reports for the month ending December 31, 2014. The Treasurer of School Monies and the Board Secretary's Reports are in balance for the cash receipts and disbursements for the month ending December 31, 2014.
8. Acceptance of the Treasurer and Secretary Reports for the month ending January 31, 2015. The Treasurer of School Monies and the Board Secretary's Reports are in balance for the cash receipts and disbursements for the month ending January 31, 2015.
9. Approval of the February 25, 2015 Facilities Usage Report.
10. Approval of the payment for Unemployment Trust Account dated December 31, 2014 in the amount of \$33,901.43. The Account has been reviewed by the District Business Administrator and District Finance Director.
11. Approval of the Pleasantville Board of Education to utilize – for the 2014-2015 fiscal year - the two firms recommended through District Bond Counsel McManimon, Scotland & Baumann by District Finance Advisor Phoenix Advisors , namely Roosevelt & Cross and Powell Capital Markets as underwriters to refinance the Pleasantville School District's debt. Roosevelt & Cross to be responsible for ten million of the transaction

and Powell Capital Markets to be responsible for seven million+/- . Upon commencement, the process to participate in a rating call with Standard and Poor's and a presentation will be scheduled. See attached Analysis and Underwriter's Discount.

Background:

The aforementioned two companies were approved by the State Fiscal Monitor Dr. Lester Richens upon Bond Counsel review.

12. Approval to submit, to New Jersey Department of Education, the Pleasantville School District revised (IP) Instruction & Program section of the District's New Jersey (QSAC) Quality Single Accountability Continuum (DPR) District Performance Review of 2013-2014 [2014-2015 Revised] through the technical assistance provided by (RAC) Regional Achievement Center 7 to the District. This IP was originally Board approved for submission to the Department of Education on November 12, 2013.
13. Approval of the Pleasantville Board of Education to approve the Infant Education Program Contract for 185 school calendar days the 2014-2015 School Year (Period July 1, 2014 through June 30, 2015) between the Pleasantville Board of Education (District), and AtlantiCare Kids (Private Provider aka Local Head Start Agency aka Provider). Amount is not to exceed \$112,000.00. Account#15-000-211-320-0000-050. (See attached Contract)
14. Approval of the 2015 Child and Adult Care Food Program (Permanent Agreement# 15-1-1337). Each meal must be served free of charged and will be reimbursed at the applicable free rate of \$3.2025 per participant per day. This program is funded by the U.S. Department of Agriculture and is administered by the Division of Food and Nutrition of the New Jersey State of Department of Agriculture.
15. **PULLED** - Approval for South Main Street School to utilize Demario Designs as the Vendor to supply T-shirts with the proceeds raised from the Sale of Scented Pencils to Students during the 2014-2015 school year.

Background:

The Pleasantville Board of Education approved the South Main Street School District Fundraiser of Smencil Sale as a Student Activity on August 19, 2014.

16. Approval of the following Student-In-Transition (Homeless Student) Tuition Contract Agreement to attend school for the 2014-2015 school year at the listed "Receiving" School district with Pleasantville Board Of Educational as the "Sending District".

Student ID#	Location	Effective Date	Services	Per Diem / Tuition Cost	Grade	Account #
12623446 / 8171989096	Atlantic City Board of Education	September 13, 2014- June 30, 2015	Educational	Not to Exceed \$17,719.00	K	11-000-100-561-0000-400
3051603 / 3019068623	Atlantic City Board of Education	September 13, 2014- June 30, 2015	Educational	Not to Exceed \$19,950.00	7	11-000-100-561-0000-400

17. Approval of the 2014-2015 Special Education Services for Out of District Pleasantville Students as follows:

Student Local ID# / State ID#	LOCATION	EFFECTIVE DATE	SERVICES	PER DIEM/ TUITION COST	PLACEMENT	GRADE	ACCOUNT #
1785136 / 5008011858	BURLINGTON COUNTY SPECIAL SERVICES SCHOOL	January 5, 2015 – June 30, 2015	Educational	Total Tuition Cost Not to Exceed \$37,345.00	Transferred from Mercer County Special Services School	10	11-000-100-565-0000-400
1785136 / 5008011858	BURLINGTON COUNTY SPECIAL SERVICES SCHOOL	January 5, 2015 – June 30, 2015	Non-Resident Fee	Not to exceed \$2,800.00	Transferred from Mercer County Special Services School	10	11-000-100-565-0000-400
11506154 / 9092522506	Y.A.L.E School East	December 9, 2014 – June 30, 2015	Educational	\$272.69 p/d Not to exceed \$34,086.25	Transfer from Coastal	8	11-000-100-566-0000-400 20-250-100-500-0000-400
11506154 / 9092522506	Y.A.L.E School East	December 9, 2014 – June 30, 2015	1:1 Aide	\$178.57 p/d Not to exceed \$22,321.25	Transfer from Coastal	8	11-000-100-566-0000-400
11312995 / 6112909197	Ranch Hope / Strang School	December 15, 2014 – June 18, 2015	Educational	\$236.51 p/d \$27,198.65	Placed by Parent (via an agency)	9	11-000-100-566-0000-400 20-250-100-500-0000-400
3082463 / 9229499631	Atlantic City School District (Sovereign Avenue)	September 1, 2014- June 30, 2015	Educational	Not to Exceed \$44,796.00	Continuing	6	11-000-100-562-0000-400
3014443 / 9605970974	Atlantic City School District (Sovereign Avenue)	September 1, 2014- June 30, 2015	Educational	Not to Exceed \$44,796.00	Continuing	6	11-000-100-562-0000-400
3001907 / 7576897537	Atlantic City School District (Sovereign Avenue)	September 1, 2014- June 30, 2015	Educational	Not to Exceed \$44,796.00	Continuing	6	11-000-100-562-0000-400
3082363 / 6984075950	Atlantic City School District (High School)	September 1, 2014- June 30, 2015	Educational	Not to Exceed \$29,671.00	Continuing	12	11-000-100-562-0000-400
1695072 / 7576897537	Atlantic City School District (High School)	September 1, 2014- June 30, 2015	Educational	Not to Exceed \$29,671.00	Continuing	11	11-000-100-562-0000-400

18. **PULLED** - Whereas, the Pleasantville Board of Education advertised RFP 15-02 Board Attorney in the Press of Atlantic City on January 9, 2015 and January 18-27, 2015; and conducted the Opening on January 28, 2015 due to inclement weather and school being closed on January 27, 2015 as posted and advertised; and

Whereas, the Board interviewed the law firms during the January 29, 2015 Special Board Meeting as advertised in the Press of Atlantic City on January 12, 2015 of those that submitted Board Attorney 15-02 RFP's for the Opening, and an announcement was made and it was recorded in the January 29, 2015 Minutes that the Board would vote on the 15-02 RFP Board Attorney during the February 17, 2015 regularly scheduled advertised Board Meeting; so

Therefore, Be It Resolved, that the Pleasantville Board of Education approves Board Attorney RFP 15-02.

Be It Resolved, that the Pleasantville Board of Education approves the emergency repairs of the February 17, 2015 damage to the Pleasantville High School piping due to inclement weather of which the Atlantic County Office was notified in writing on February 18, 2015 and February 19, 2015. New Jersey School Insurance Group Adjuster was on site February 18, 2015 for assessment. All repairs will be covered and disbursed under NJSIG. The District will not have to issue any purchase orders pertaining to the repairs of the High School. The District will follow-up with the County Office upon completion.

19. Be It Resolved, that the Pleasantville Board of Education approves the New Jersey Child and Adult Food Program Contract to Furnish Food Service between Pleasantville Board of Education as the Sponsor and AtlantiCare Health Services d/b/a AtlantiCare Kids for the 2014-2015 school year (September 1, 2014 through June 30, 2015). Breakfast at a cost of \$1.95 each and lunch at a cost of \$3.10 each will be provided. The stipulations are as the attached Contract.
20. Resolution to approve the removal of negative lunch account balances in the amount of \$ 31,552.52 for students who have transferred out of the Pleasantville School District. There are 1666 inactive students listed in our lunch software program with negative balances that carry over each school year.

PLEASANTVILLE BOARD OF EDUCATION
Pleasantville High School/701 Mill Road/Cafeteria
REGULAR BOARD ACTION MEETING
February 24, 2015
6:00 p.m.

**FINANCE AGENDA
ADDENDA
MINUTES**

1. Approval of the Transfers for Fund 11 account ending January 31, 2015 in the amount of \$1,338,706.00. The Transfers have been reviewed by the Business Administrator/Board Secretary. (See attachment)
2. Approval of Transfers for Fund 15 account ending January 31, 2015 in the amount of \$215,951.00. The Transfers have been reviewed by the Business Administrator/Board Secretary. (See attachment)
3. **Certification of No Over Expenditures**
Pursuant to N.J.A.C. 6A:22-2.11 (c), I, Dennis J. Mulvihill, Board Secretary, certify that as of January 31, 2015, no budgetary line item account has obligation and payments which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A.18A:22-8 and 18A:22-8.1, and that the District financial accounts have been reconciled and are in balance.

Motion to approve the Finance Agenda and Finance Addenda Items, excluding item #18. (#15 was pulled prior to meeting)

Motion by: Mr. Paul Moore Second by: Mr. Lawrence Davenport Yea: X

ROLL CALL:

Mrs. Bernice Couch	<u>Yes</u>
Mr. Lawrence A. Davenport	<u>Yes</u>
Mr. Johnny McClellan	<u>Yes</u>
Mr. Paul Moore, Jr.	<u>Yes</u>
Mrs. Sharnell S. Morgan	<u>Yes</u>
Mr. Jerome Page	<u>Yes</u>
Mrs. Ethel Seymore	<u>Yes</u>
Mrs. Carla Thomas	<u>Recuses Self</u>
Mrs. Doris V. Graves	<u>Yes</u>

MOTION PASSED

**PLEASANTVILLE BOARD OF EDUCATION
HUMAN RESOURCES
AGENDA ITEMS
Board Workshop/Action Meeting
Tuesday, February 24, 2015
MINUTES**

1. NEW HIRE (PENDING CRIMINAL HISTORY CLEARANCE):

Name	Position	Location	Effective Date	Salary	Funding Source
Erika Boehm	Lifeguard	PHS	March 2, 2015 – June 30, 2015	\$12.00 per hour	15-402-100-100-0000-050
Joreste Cajuste	Bus Driver	Transportation	March 2, 2015 – June 30, 2015	\$16.44 per hour	11-000-270-160-0000-352
George Condry	Junior Computer Technician	Technology	March 2, 2015 – June 30, 2015	\$35,000.00	11-000-252-100-0000-434
Teneka Jackson	Bus Driver	Transportation	March 2, 2015 – June 30, 2015	\$16.44 per hour	11-000-270-160-0000-352
Christian Natello	Junior Computer Technician	Technology	March 2, 2015 – June 30, 2015	\$35,000.00	11-000-252-100-0000-434
Robert Taylor	Bus Driver	Transportation	March 2, 2015 – June 30, 2015	\$16.44 per hour	11-000-270-160-0000-352
TABLED – TBD <i>Elisha Thompkins</i>	Business Administrator/ <i>Board Secretary</i>	District	March 2, 2015 – June 30, 2015	TBD \$ 139,998.00	11-000-251-100-0000-351

Mr. Delcher presented the recommendation, by the Interim Superintendent, for Elisha Thompkins, Jr. to be the Business Administrator/Board Secretary for the District. The contract will be sent to the County Superintendent for approval.

Motion to table the recommendation of Elisha Thompkins, Jr. as Business Administrator/Board Secretary, until after Executive Session.

Motion by: Ms. Sharnell Morgan Second by: Mrs. Carla Thomas Yea: X

Roll Call:

Mrs. Bernice Couch	<u>Yes</u>	Mr. Jerome Page	<u>Yes</u>
Mr. Lawrence A. Davenport	<u>Yes</u>	Mrs. Ethel Seymore	<u>No</u>
Mr. Johnny McClellan	<u>Yes</u>	Mrs. Carla Thomas	<u>Yes</u>
Mr. Paul Moore, Jr.	<u>Yes</u>	Mrs. Doris V. Graves	<u>Yes</u>
Ms. Sharnell S. Morgan	<u>Yes</u>		

MOTION PASSED

2. RESCIND PRIOR (BOARD APPROVAL):

Name	Position	Location	Effective Date	Salary	Funding Source
Shawn Fitzgerald	School Nurse <i>(Pending Emergency Nurse Certificate)</i>	District	January 5, 2015 June 30, 2015 <i>(Not eligible for Emergency School Nurse Certificate - Approved by State Monitor 12-19-14)</i>	\$52,352.00 BA/ Step 1 (Pro-rated)	11-000-213-100-0000-351 (New Position)

3. SUBSTITUTE STAFF (PENDING CRIMINAL HISTORY CLEARANCE) ON AS NEEDED BASIS:

Name	Position	Location	Effective Date	Salary	Funding Source
Debra Brown	Substitute Principal	District	February 25, 2015 – June 30, 2015	\$300.00 per day	15-000-240-103-0000-050 15-000-240-103-0000-055 15-000-240-103-0000-060 15-000-240-103-0000-080 15-000-240-103-0000-085 15-000-240-103-0000-095
Jeanine Middleton	Substitute Principal	District	February 25, 2015 – June 30, 2015	\$300.00 per day	15-000-240-103-0000-050 15-000-240-103-0000-055 15-000-240-103-0000-060 15-000-240-103-0000-080 15-000-240-103-0000-085 15-000-240-103-0000-095
Jocelyn Weiss	Substitute Nurse	District	February 25, 2015 – June 30, 2015	\$150.00 per day	11-110-100-100-0000-236 11-120-100-100-0000-236 11-130-100-100-0000-236 11-140-100-100-0000-236

4. RETIREMENTS:

Name	Position	Location	Effective Date	Salary	Funding Source
Dina Abdur-Raheem	Instructional Aide	PHS	June 30, 2015	N/A	N/A
James M. Brown	Psychologist	MSP	June 30, 2015	N/A	N/A
Johanny Jorge-Suero	Instructional Aide	WAS	June 30, 2015	N/A	N/A
Larry White	JROTC Instructor	PHS	January 1, 2016	N/A	N/A

5. FMLA LEAVE WITH PAY AND BENEFITS (UNTIL ACCUMULATED LEAVE EXHAUSTED):

Name	Position	Location	Effective Date	Salary	Funding Source
Renee Alford	Teacher	NMSS	March 16, 2015 – June 30, 2015	N/A	N/A
Rita Cherico	Teacher	WAS	December 17, 2014 – June 30, 2015	N/A	N/A
Kenneth Cherry	Security Guard	MSP	January 28, 2015 – June 30, 2015	N/A	N/A
Desiree Daniels-Green	Teacher	WAS	February 25, 2015 – June 30, 2015 (Intermittent)	N/A	N/A
Candace DeLuccia	Teacher	NMSS	February 12, 2015 – June 30, 2015	N/A	N/A
Elizabeth Flores	Community Parent Involvement Specialist	ECH	January 6, 2015 – June 30, 2015	N/A	N/A
Jeanine Jackson	Instructional Aide	ECH	January 9, 2015 – June 30, 2015	N/A	N/A
Kevin Jiggetts	Maintenance Worker	Facilities	February 26, 2015 – June 30, 2015	N/A	N/A

Name	Position	Location	Effective Date	Salary	Funding Source
Lea Valentino	Psychologist	MSP	April 13, 2015 – June 30, 2015	N/A	N/A

6. FMLA LEAVE WITHOUT PAY AND WITH BENEFITS (UNTIL ACCUMULATED LEAVE EXHAUSTED):

Name	Position	Location	Effective Date	Salary	Funding Source
Lisa Lehne-Gilmore	Teacher	NMSS	January 22, 2015 – June 30, 2015 (Intermittent/Family Member)	N/A	N/A
Kristene Miller	Teacher	SMSS	January 30, 2015 – June 30, 2015 (Intermittent/Family Member)	N/A	N/A
Laurie Mitchell	Teacher	NMSS	February 25, 2015 – June 30, 2015 (Intermittent/ Family Member)	N/A	N/A

7. BOARD LEAVE OF ABSENCE WITH PAY AND BENEFITS (UNTIL ACCUMULATED SICK DAYS ARE EXHAUSTED):

Name	Position	Location	Effective Date	Salary	Funding Source
William Brown	Custodian	PHS	February 25, 2015 – June 30, 2015	N/A	N/A
Katherine Macready	Teacher	LAS	February 6, 2015 – April 30, 2015	N/A	N/A
Katrina Warren	Teacher	PHS	January 20, 2015 – March 16, 2015	N/A	N/A

8. STAFF TRANSFERS:

Name	Position	Location	Effective Date	Salary	Funding Source
Maritza Cruz	Secretary	MSP to ECH	February 25, 2015 – June 30, 2015	N/A	20-218-200-105-0000-234 (2014-2015 Preschool)
Zameenah Fuqua-Watson	Secretary	Technology to WAS	February 25, 2015 – June 30, 2015	N/A	15-000-240-105-0000-060
Damaris Hernandez	Secretary	ECH to PHS	February 25, 2015 – June 30, 2015	N/A	15-000-240-105-0000-050
Rayna Iddinn	Secretary	Business Office to MSP	February 25, 2015 – June 30, 2015	N/A	15-000-240-105-0000-055
Migdalia Rosario	Secretary	PHS to HR	February 25, 2015 – June 30, 2015	N/A	11-000-230-100-000-351
Maureen Roundtree	Secretary	PHS to Technology	February 25, 2015 – June 30, 2015	N/A	11-000-252-100-0000-334

9. SALARY ADJUSTMENT : PURSUANT TO COLLECTIVE BARGAINING AGREEMENT:

Name	Position	Location	Effective Date	Salary	Funding Source
Erika Baldwin	Teacher	DAP	March 2, 2015 - June 30, 2015	\$60,282.00 MA+15/ Step 11 to \$61,137.00 MA+30/ Step 11	20-218-200-176-0000-234 (2014-2015 Preschool)
Martha Hoffnagle	Teacher	DAP	March 2, 2015 - June 30, 2015	\$65,007.00 BA+15/ Step 14 to \$65,863.00 BA+30/ Step 14	20-218-200-176-0000-234 (2014-2015 Preschool)
Michelle Jacobs	Teacher	NMSS	March 2, 2015 - June 30, 2015	\$54,044.00 BA+15/ Step 5 to \$54,901.00 BA+30/ Step 5	15-213-100-101-0000-085
Maurice Lesser	Director of Student Services	District	July 1, 2014 – June 30, 2015	\$150,284.00 \$145,809.00 +3,500.00 Longevity +975.00 Educational Stipend to \$152,356.00 \$147,881.00 +\$3,500.00 longevity +\$975.00 Educational Stipend	11-000-230-105-0000-232
Ericka Watson	Teacher	SMSS	March 2, 2015 - June 30, 2015	\$60,282.00 MA+15/ Step 11 to \$61,137.00 MA+30/ Step 11	15-213-100-101-0000-095
Beverly Conner	Secretary	LAS	March 2, 2015 - June 30, 2015	\$42,618.00 \$41,918.00 C3/ Step 13 +\$700.00 Longevity to \$45,972.00 \$45,272.00 C4/ Step 13 +\$700.00 Longevity	15-000-240-105-0000-080
Sharon Cross	Secretary	SMSS	March 2, 2015 - June 30, 2015	\$32,118.00 C3/ Step 4 to \$33,075.00 C4/ Step 4	15-000-240-105-0000-095

Name	Position	Location	Effective Date	Salary	Funding Source
Maritza Cruz	Secretary	MSP	March 2, 2015 - June 30, 2015	\$45,275.00 \$43,709.00 C3/ Step 14 +\$1,566.00 Longevity to \$48,772.00 \$47,206.00 C4/ Step 14 +\$1,566.00 Longevity	15-000-240-105-0000-055
Kim Gaynor	Secretary	MSP	March 2, 2015 - June 30, 2015	\$37,855.00 \$37,155.00 C2/ Step 11 +\$700.00 Longevity to \$42,100.00 \$41,400.00 C3/ Step 11 +\$700.00 Longevity	15-000-240-105-0000-055
Marcia Goldberg	Secretary	WAS	March 2, 2015 - June 30, 2015	\$48,874.00 \$46,514.00 C3/ Step 15 +\$2,360.00 Longevity to \$52,595.00 \$50,235.00 C4/ Step 15 +\$2,360.00 Longevity	15-000-240-105-0000-060
Sheila Goodson	Secretary	LAS	March 2, 2015 - June 30, 2015	\$31,669.00 C3/ Step 2 to \$33,075.00 C4/ Step 2	15-000-240-105-0000-080
Lisa Holland	Secretary	PHS	March 2, 2015 - June 30, 2015	\$46,901.00 \$45,335.00 C2/ Step 15 +\$1,566.00 Longevity to \$48,080.00 \$46,514.00 C3/ Step 15 +\$1,566.00 Longevity	15-000-240-105-0000-050

Name	Position	Location	Effective Date	Salary	Funding Source
Traci Holland-Bard	Secretary	Transportation	March 2, 2015 – June 30, 2015	\$34,463.00 C2/ Step 9 to \$37,782.00 C4/ Step 9	11-000-270-160-0000-352
Rayna Iddinn	Secretary	Business Office	March 2, 2015 - June 30, 2015	\$41,400.00 C4/ Step 11 to \$43,470.00 C5/ Step 11	11-000-251-105-0000-351
Danielle Lyles	Secretary	C&I	March 2, 2015 - June 30, 2015	\$44,409.00 \$43,709.00 C3/ Step 14 +\$700.00 Longevity to \$47,906.00 \$47,206.00 C4/ Step 14 +\$700.00 Longevity	11-000-221-105-0000-234
Tracy Pedano	Secretary	Business Office	March 2, 2015 - June 30, 2015	\$54,619.00 \$50,234.00 C4/ Step 15 +\$700.00 Longevity +\$3,685.00 Stipend to \$57,132.00 \$52,747.00 C5/ Step 15 +700.00 Longevity +\$3,685.00 Stipend	11-000-251-105-0000-351
Lourdes Rosario	Secretary	Registration	March 2, 2015 - June 30, 2015	\$40,261.00 \$39,561.00 C1/ Step 13 +700.00 to \$41,440.00 \$40,740.00 C2/ Step 13 +\$700.00	11-000-211-100-0000-434
Migdalia Rosario	Secretary	PHS	March 2, 2015 - June 30, 2015	\$48,874.00 \$46,514.00 C3/ Step 15 +\$2,360.00 Longevity to \$55,107.00 \$52,747.00 C5/ Step 15	15-000-240-105-0000-050

Name	Position	Location	Effective Date	Salary	Funding Source
				+\$2,360.00 Longevity	
Maureen Roundtree	Secretary	PHS	March 2, 2015 - June 30, 2015	\$48,874.00 \$46,514.00 C3/ Step 15 +\$2,360.00 Longevity to \$52,595.00 \$50,235.00 C4/ Step 15 +\$2,360.00 Longevity	15-000-218-105-0000-050
Monica White	Secretary	MSP	March 2, 2015 - June 30, 2015	\$33,940.00 C3/ Step 7 to \$35,976.00 C4/ Step 7	15-000-240-105-0000-055

Motion to table Human Resource Agenda Items on pages 9-12 (from original agenda).

MOTION BY: Mr. Johnny McClellan SECOND BY: Mrs. Carla Thomas Yea: X

Roll Call:

Ms. Bernice Couch	<u>Yes</u>	Mr. Jerome Page	<u>Yes</u>
Mr. Lawrence A. Davenport	<u>Yes</u>	Mrs. Ethel Seymore	<u>No</u>
Mr. Johnny McClellan	<u>Yes</u>	Ms. Carla Thomas	<u>Yes</u>
Mr. Paul Moore, Jr.	<u>Yes</u>	Mrs. Doris V. Graves	<u>Yes</u>
Ms. Sharnell S. Morgan	<u>Yes</u>		

MOTION PASSED

10. A-2 CONTRACTS (PENDING CRIMINAL HISTORY CLEARANCE):

Name	Position	Location	Effective Date	Salary	Funding Source
Shawna Coles	Drama Club Advisor	MSP	February 25, 2015 – June 30, 2015	\$1,036.80 (Pro-rated Stipend amount)	15-401-100-100-0000-055
Sheronda Mack	Renaissance	PHS	November 3, 2014 – May 18, 2015	\$864.00 ½ Stipend	15-401-100-100-0000-050
Jonathan Howell	4 th Block of Instruction	PHS	October 1, 2014 – January 26, 2015	\$3,200.00	15-401-100-100-0000-050
Lindsey Marchesani	4 th Block of Instruction	PHS	January 27, 2015 – June 17, 2015	\$3,200.00	15-401-100-100-0000-050

11. GRAND CANYON UNIVERSITY STUDENT INTERN PLACEMENTS (PENDING CRIMINAL HISTORY CLEARANCE):

Name	Position/Assignment	Location	Effective Date	Salary	Funding Source
Cori Rose	Special Education (Grades 7-12) Kristin Harris	PHS	February 25, 2015 – June 30, 2015	N/A	N/A

12. DROP OUT PREVENTION TEAM (PENDING CRIMINAL HISTORY CLEARANCE):

Name	Position	Location	Effective Date	Salary	Funding Source
Frank Vergara	Social Worker	PHS	February 26, 2015 – June 17, 2015	\$30.00 per hour not to exceed \$1,760.00	20-231-200-100-0000-545 (2014-2015 Title I SIP)
Grizilda Tabora	Teacher	PHS	February 26, 2015 – June 17, 2015	\$30.00 per hour not to exceed \$1,760.00	20-231-200-100-0000-545 (2014-2015 Title I SIP)
Deneen McQueen	Social Worker	PHS	February 26, 2015 – June 17, 2015	\$30.00 per hour not to exceed \$1,760.00	20-231-200-100-0000-545 (2014-2015 Title I SIP)

13. 3-7 PROGRAM (PENDING CRIMINAL HISTORY CLEARANCE):

Name	Position	Location	Effective Date	Salary	Funding Source
Elizabeth Dubose (Replacing Donna McGoldrick)	Teacher	PHS	February 25, 2015 – June 30, 2015	\$45.00 per hr. for 4 hrs. per day for 66 days not exceed \$11,880.00	15-423-100-101-0000-050

14. ATHLETIC CONTEST HELP:

Name	Position	Location	Effective Date	Salary	Funding Source
Terik Crosby	Athletic Contest Help	PHS MSP	February 25, 2015 – June 30, 2015	Volleyball \$40/day Basketball/ \$33/ game	15-402-100-100-0000-050 15-402-100-100-0000-055

15. Resolution to approve the appointment of Carmen Torres to the position of Interim Title I Family Involvement Coordinator. Mrs. Torres will be responsible for ensuring the district is in compliance with the Title I District-Wide Parent Involvement Policy and provide support to the students and parents to enhance school, family and community partnership. Mrs. Torres will receive a stipend for \$7,500.00 utilizing account# 11-000-230-100-0000-351. This stipend is effective February 9, 2015 – June 30, 2015.

16. SPRING COACHING POSITIONS – HIGH SCHOOL AND MIDDLE SCHOOL: 2014-15 SCHOOL YEAR (PENDING CRIMINAL HISTORY CLEARANCE):

Name	Position	Location	Effective Date	Salary	Funding Source
Richard McAllister (Teacher Certification)	Head Baseball	PHS	February 25, 2015 – June 30, 2015	\$4,761.00	15-402-100-100-0000-050
TBD	Assistant Baseball	PHS	February 25, 2015 – June 30, 2015	\$3,374.00	15-402-100-100-0000-050
Scott Rullan (Teacher Certification)	Head Softball	PHS	February 25, 2015 – June 30, 2015	\$4,761.00	15-402-100-100-0000-050
Lindsey Marchesani (Teacher Certification)	Assistant Softball	PHS	February 25, 2015 – June 30, 2015	\$3,374.00	15-402-100-100-0000-050

Name	Position	Location	Effective Date	Salary	Funding Source
James Bucko (Teacher Certification)	Head Boys Volleyball	PHS	February 25, 2015 – June 30, 2015	\$4,761.00	15-402-100-100-0000-050
Timothy Newkirk (Teacher Certification)	Assistant Boys Volleyball	PHS	February 25, 2015 – June 30, 2015	\$3,374.00	15-402-100-100-0000-050
Alan Laws, Sr. (Substitute Certification)	Head Boys Track	PHS	February 25, 2015 – June 30, 2015	\$4,761.00	15-402-100-100-0000-050
Lloyd Athill (Substitute Certification)	Assistant Boys Track	PHS	February 25, 2015 – June 30, 2015	\$3,374.00	15-402-100-100-0000-050
Javier Garcia (Substitute Certification)	Assistant Boys Track	PHS	February 25, 2015 – June 30, 2015	\$3,374.00	15-402-100-100-0000-050
Frances Brinkley-Ward (Teacher Certification)	Head Girls Track	PHS	February 25, 2015 – June 30, 2015	\$4,761.00	15-402-100-100-0000-050
Gregory Wilkins (Substitute Certification)	Assistant Girls Track	PHS	February 25, 2015 – June 30, 2015	\$3,374.00	15-402-100-100-0000-050
Mark Eykyn (Teacher Certification)	Weight Training Club Advisor	PHS	February 25, 2015 – June 30, 2015	\$2,851.00	15-402-100-100-0000-050
Ronald Fogg (Teacher Certification)	Head Baseball	MSP	February 25, 2015 – June 30, 2015	\$2,446.00	15-402-100-100-0000-055
Michael Kiefer (Teacher Certification)	Assistant Baseball	MSP	February 25, 2015 – June 30, 2015	\$1,987.00	15-402-100-100-0000-055
Erika Santiago (Teacher Certification)	Head Softball	MSP	February 25, 2015 – June 30, 2015	\$2,446.00	15-402-100-100-0000-055
Mary Gillespie (Teacher Certification)	Assistant Softball	MSP	February 25, 2015 – June 30, 2015	\$1,987.00	15-402-100-100-0000-055
Christine Teeney (Teacher Certification)	Head Co-ed Volleyball	MSP	February 25, 2015 – June 30, 2015	\$2,446.00	15-402-100-100-0000-055
Kelly Morgan (Teacher Certification)	Assistant Co-ed Volleyball	MSP	February 25, 2015 – June 30, 2015	\$1,987.00	15-402-100-100-0000-055
Amee Watford (Teacher Certification)	Head Track	MSP	February 25, 2015 – June 30, 2015	\$2,446.00	15-402-100-100-0000-055
Jonathan Howell (Teacher Certification)	Assistant Track	MSP	February 25, 2015 – June 30, 2015	\$1,987.00	15-402-100-100-0000-055
Harry Green (Teacher Certification)	Tennis Club Advisor	MSP	February 25, 2015 – June 30, 2015	\$1,848.00	15-402-100-100-0000-055

Please see page 37 for vote on Human Resource Agenda Items.

**PLEASANTVILLE BOARD OF EDUCATION
CURRICULUM & INSTRUCTION
AGENDA ITEMS
Workshop/Action Board Meeting
Tuesday, February 24, 2015
MINUTES**

The Superintendent of Schools recommends adoption of the following:

RESOLUTION

The Pleasantville Board of Education is committed to ensuring all students succeed academically and reach their full potential in life. In doing so, it is also committed to providing opportunities for and ensuring that all students (inclusive of English Language Learners and Special Education Students) meet the New Jersey Common Core State Standards and achieve academic and long-life success.

1. WORKSHOP/CONFERENCE ATTENDANCE:

Staff Member	Location	Title of Workshop/Conference	Date	Cost	Account#
Leonard Fitts	Supt.	Anti-Bullying Bill of Rights Training Session Clarksboro, NJ	02/26/15	\$ 17.98 Mileage (.31 per mile)	11-000-230-858-0000-213
Sheila Ceasar	ECC	Cross Cultural Awareness & Communication Clementon, NJ	02/24/15	\$ 25.85 Mileage (.31 per mile)	20-218-200-580-0000-234
James Brown	CST	Best Practices in working with a risk students Galloway, NJ	02/26/15	N/A	N/A
Susan Arthur	WAS	Best Practices in working with a risk students Galloway, NJ	02/26/15	N/A	N/A
Amy Jolley	CST	Best Practices in working with a risk students Galloway, NJ	02/26/15	N/A	N/A
Karen Farkas	MSP	Best Practices in working with a risk students Galloway, NJ	02/26/18	N/A	N/A
Lisa Stuart-Smith	LAS	LACES Spring Training ACCC, AC NJ	04/17/15	N/A	N/A
Deborah Mossbrook	CST	Facets of Dyslexia Rowen, NJ	04/25/15	\$ 95.00 Registration \$ 40.00 Mileage (.31 per mile)	11-000-219-500-0000-400
Lisa Levitt	MSP	NJAGC: 24 th . Annual Conference Somerset, NJ	03/06/15	\$ 199.00 Registration \$70.00 Mileage (.31 per mile)	15-000-223-500-0000-055
Rayna Iddinn	Business Office	Administrative Assistants Training-Track 1, AC NJ	03/09/15	\$ 179.00 Registration	11-000-266-300-0000-352

Staff Member	Location	Title of Workshop/Conference	Date	Cost	Account#
Myriam Morales	CST	Administrative Assistants Training-Track 1 AC NJ	03/09/15	\$ 179.00 Registration	11-000-266-300-0000-352
Cynthia Johnson	CST	Administrative Assistants Training-Track 1 AC NJ	03/09/15	\$ 179.00 Registration	11-000-266-300-0000-352
Vanessa Jerkins	PHS	Administrative Assistants Training-Track 1 AC NJ	03/09/15	\$ 179.00 Registration	11-000-266-300-0000-352
Beville Tyson	Maintenance	EXPO 15- Self Sustainable Schools AC NJ	03/16/15 03/17/15 03/18/15	\$ 100.00 Registration	11-000-262-590-0000-352
William Marsh	Maintenance	EXPO 15- Self Sustainable Schools AC NJ	03/16/15 03/17/15 03/18/15	\$ 100.00 Registration	11-000-262-590-0000-352
James Falkowski	Maintenance	EXPO 15- Self Sustainable Schools AC NJ	03/16/15 03/17/15 03/18/15	\$ 100.00 Registration	11-000-262-590-0000-352
Ann Campbell	WAS	Annual Symposium for Speech & language Pathologist Swedesboro, NJ	03/20/15	\$ 169.00 Registration (.31 per mile)	11-000-219-500-0000-400
Remy Silver	SMSS	Annual Symposium for Speech & language Pathologist Swedesboro, NJ	03/20/15	\$ 169.00 Registration	11-000-219-500-0000-400
Martha Hoffnagle	ECC	Best Practices in Assessments Mullica Hill, NJ	03/27/15	\$ 28.03 Mileage (.31 per mile)	20-218-200-580-0000-234
Novlette Brooks	PHS	New Jersey School Nurses Annual Weekend Conference Iselin, NJ	03/27/15 03/28/15	\$ 239.00 Registration	15-000-240-500-0000-050
Deborah Taliaferro	WAS	New Jersey School Nurses Annual Weekend Conference Iselin, NJ	03/27/15 03/28/15	\$ 239.00 Registration	15-000-213-580-0000-060
Mark Santanello	NMSS	Anti-Bullying and School Safety Conference Galloway, NJ	05/27/15 05/28/15	12 ETTC Hours	12 ETTC Hours
Susan Arthur	WAS	Anti-Bullying and School Safety Conference Galloway, NJ	5/27/15 5/28/15	12 ETTC Hours	12 ETTC Hours
Norine Bailey	NMSS	New Jersey School Nurses Annual Weekend Conference, Iselin, NJ	03/27/15 03/28/15	\$ 239.00 Registration	15-190-100-580-0000-085

Staff Member	Location	Title of Workshop/Conference	Date	Cost	Account#
Marionette Todd	Transportation Dept.	47 th . Annual New Jersey Pupil Transportation Conference and Equipment Show	04/30/15 05/01/15	\$ 325.00 Registration	11-000-251-580-0000-351
Donna Farrington	Transportation Dept.	47 th . Annual New Jersey Pupil Transportation Conference and Equipment Show	04/30/15 05/01/15	\$ 325.00 Registration	11-000-251-580-0000-351
Rene Hill	DAP	Veteran PIRT Clementon, NJ	05/05/15	\$26.04 Mileage (.31 per mile)	20-218-200-580-0000-234
Patricia Pressley	DAP	Substance Abuse II Piscataway, NJ	02/27/15	\$ 65.72 Mileage	20-218-200-580-0000-234
Patricia Pressley	DAP	Veteran Pre-school & Intervention (PIRT-PST) Clementon, NJ	05/05/15	\$ 24.22 Mileage (.31 per mile)	20-218-200-580-0000-234
Deborah Taliaferro	WAS	Creating Pathways to Potential Best Practices in Working with at Risk Students Galloway, NJ	02/26/15	N/A	N/A
Deneen McQueen	PHS	Creating Pathways to Potential Best Practices in Working with at Risk Students Galloway, NJ	02/26/15	N/A	N/A
Erika Baldwin	DAP	Veteran Master Teachers Pre-School Workshop: NJDOE Clementon, NJ	03/02/15	\$ 27.92 Mileage (.31 per mile)	20-218-200-580-0000-234
Kimairy Candelaria	DAP	Veteran Master Teachers Pre-School Workshop: NJDOE Clementon, NJ	03/02/15	\$ 27.38 Mileage (.31 per mile)	20-218-200-580-0000-234
Marissa Ebrahim	NMSS	Annual Symposium for Speech and Language Pathologist Swedesboro, NJ	03/20/15	\$ 169.00 Registration \$ 46.65 Mileage (.31 per mile)	11-000-219-500-0000-400
Cynthia Stocks	SMSS	Anti-Bullying Safety Conference Stockton State College, Pomona, NJ	05/27/15 05/28/15	\$ 200.00 Registration	15-000-223-580-0000-095
Martha Hoffnagle	DAP	2015 Atlantic County Governor's Educator of the Year Recognition Luncheon Galloway, NJ	04/23/15	\$ 35.00 Registration	11-000-230-610-0000-232

Staff Member	Location	Title of Workshop/Conference	Date	Cost	Account#
Marlene Barrera	WAS	2015 Atlantic County Governor's Educator of the Year Recognition Luncheon Galloway, NJ	04/23/15	\$ 35.00 Registration	11-000-230-610-0000-232
Claudia Velasquez	DAP	2015 Atlantic County Governor's Educator of the Year Recognition Luncheon Galloway, NJ	04/23/15	\$ 35.00 Registration	11-000-230-610-0000-232
Donna Ranger	SMSS	2015 Atlantic County Governor's Educator of the Year Recognition Luncheon Galloway, NJ	04/23/15	\$ 35.00 Registration	11-000-230-610-0000-232
Yvonne Dill-White	SMSS	2015 Atlantic County Governor's Educator of the Year Recognition Luncheon Galloway, NJ	04/23/15	\$ 35.00 Registration	11-000-230-610-0000-232
Marion Derr	LEEDS	2015 Atlantic County Governor's Educator of the Year Recognition Luncheon Galloway, NJ	04/23/15	\$ 35.00 Registration	11-000-230-610-0000-232
Patricia Barnard	LEEDS	2015 Atlantic County Governor's Educator of the Year Recognition Luncheon Galloway, NJ	04/23/15	\$ 35.00 Registration	11-000-230-610-0000-232
Mary Gillespie	MSP	2015 Atlantic County Governor's Educator of the Year Recognition Luncheon Galloway, NJ	04/23/15	\$ 35.00 Registration	11-000-230-610-0000-232
Latanya Elias	MSP	2015 Atlantic County Governor's Educator of the Year Recognition Luncheon Galloway, NJ	04/23/15	\$ 35.00 Registration	11-000-230-610-0000-232
Frank Vergara	PHS	2015 Atlantic County Governor's Educator of the Year Recognition Luncheon Galloway, NJ	04/23/15	\$ 35.00 Registration	11-000-230-610-0000-232
Robyn LaTorre	PHS	2015 Atlantic County Governor's Educator of the Year Recognition Luncheon Galloway, NJ	04/23/15	\$ 35.00 Registration	11-000-230-610-0000-232
Novelette Brooks	PHS	A Kaleidoscope of Caring: Mental Health and Addiction Issues Sicklerville, NJ	02/25/15	N/A	N/A
Novelette Brooks	PHS	NJ Schools Nurses Annual Weekend Conference Iselin, NJ	03/27/15 03/28/15	\$ 239.00 Registration	15-000-240-500-0000-050

Staff Member	Location	Title of Workshop/Conference	Date	Cost	Account#
Kristen Sinclair	PHS	NYU Med School Concussion in sports: Diagnosis and Management NYC	02/27/15	\$ 150.00 Registration \$ 37.82 Mileage (.31 per mile) \$ 35.00 Parking	15-000-223-500-0000-050
Kristen Sinclair	PHS	Cooper in schools: continuing education	03/17/15	N/A	N/A
Michelle Cooper	PHS	Best Practices in working with at risk students	02/26/15	N/A	N/A
Jessica Gaekle	LAS	Primary Education Conference Mullica Hill, NJ	04/17/15	\$ 149.00 Registration \$ 24.18 Mileage (.31 per mile)	20-270-200-500-0000-545
Patricia Dansby	DAP	HIB #1 Training	02/26/15	\$ 38.00 Registration	20-218-200-580-0000-234
Mary L. Gillespie	MSP	Anti-Bullying and School Safety Conference AC, NJ	05/27/15 05/28/15	\$ 189.00 Registration	15-000-223-500-0000-055
Carla Thomas	BOE Member	Mandated Governance 1 Training/Weekend Orientation Princeton, New Jersey	03/13/15 Through 03/15/15	(.31 per Mile) Mileage	11-000-230-895-0000-231
Sharnell Morgan	BOE Member	Mandated Governance 1 Training/Weekend Orientation Princeton, New Jersey	03/13/15 Through 03/15/15	(.31 per Mile) Mileage	11-000-230-895-0000-231
Bernice Couch	BOE Member	Mandated Governance 1 Training/Weekend Orientation Princeton, New Jersey	03/13/15 Through 03/15/15	(.31 per Mile) Mileage	11-000-230-895-0000-231
Terry Barnes	MSP	Understanding the Realities of Officer Involved Shootings Atlantic City, New Jersey	2/18/15	0.00	N/A
Elisha Thompkins	Central Administration	Understanding the Realities of Officer Involved Shootings Atlantic City, New Jersey	2/18/15	0.00	N/A
Lisa Levitt	MSP	New Jersey Association of Gifted Children 24 th Annual Conference	3/6/15	\$199.00 + \$65.82 mileage	15-000-223-500-0000-055
Christine Teeney	MSP	A "notebook" of literacy goals: Sharing ideas and thinking ahead	2/18/15	0.00	N/A

Staff Member	Location	Title of Workshop/Conference	Date	Cost	Account#
Patricia Dansby	DAP	HIB Training Pomona, New Jersey	2/23/15	\$31.00 (mileage)	20-218-200-580-0000-234
Martha Hoffnagle	DAP	Veteran Master Teachers Preschool Workshop NJDOE	3/2/15	\$33.48 (mileage only)	20-218-200-580-0000-234
Patricia Dansby	DAP	HIB Training Pomona, New Jersey	5/27/15 5/28/15	\$10.54 (mileage)	20-218-200-580-0000-234
Erika Watson	SMSS	Creating Pathways to Potential Best Practices in Working with "At Risk" students	2/26/15	0.00	N/A
Janet Bravo	MSP	NJTESOL/NJBE INC 2015 Spring Conference New Brunswick, NJ	5/28/15	\$139.00 registration \$64.48 (mileage) \$35.00 membership	20-241-200-500-0000-545 20-214-200-600-0000-545
Deborah D'Anastasio	MSP	NJTESOL/NJBE INC 2015 Spring Conference New Brunswick, NJ	5/27/15	\$139.00 registration \$64.48 (mileage) \$35.00 membership	20-241-200-500-0000-545 20-214-200-600-0000-545
Sara I Gonzales-Torres	MSP	NJTESOL/NJBE INC 2015 Spring Conference New Brunswick, NJ	5/27/15	\$139.00 registration \$64.48 (mileage) \$35.00 membership	20-241-200-500-0000-545 20-214-200-600-0000-545
Cynthia Rios	MSP	NJTESOL/NJBE INC 2015 Spring Conference New Brunswick, NJ	5/28/15	\$139.00 registration \$64.48 (mileage) \$35.00 membership	20-241-200-500-0000-545 20-214-200-600-0000-545
Saudia Pettus	Facilities	School Dude University Myrtle Beach, South Carolina	3/15/15 – 3/18/15	\$465.00 registration \$359.60 (mileage) 480.00 (lodging)	11-000-262-590-0000-352

2. ACTIVITIES:

School/Program	Activity	Date	Cost	Account#	Time/Purpose
LAS	Mathletes Club Competition 4 th & 5 th . Grade	03/28/15 EHT Joanne D. Miller School District	\$ 50.00 Registration	15-190-100-800-0000-080	7:45am-2:30pm Students will compete with students from other local school districts in a Math Competition.
SMSS			\$ 60.00 T-Shirts	15-190-100-800-0000-095	
			\$ 25.00 Lunch		
NMSS			\$ 50.00 Registration	15-000-240-800-0000-085	
WAS			\$ 60.00 T-Shirts	Student Activities Account #536	
			\$ 25.00 Lunch		
DAP	Circle Celebration Bantaba	02/26/15	\$ 1,035.00	20-218-200-516-0000-234	12:30pm-1:30pm To celebrate Black History Month
NMSS/Nurse	SNAP-Ed Nutritional Program	2/25/15- 4/8/15	N/A	N/A	9:00am-12:40pm
NMSS Pre-5 Grades	Read Across America	03/02/15	N/A	N/A	9:00am-10:45am Promote lifelong love of reading and learning
NMSS/NEHS	National Honor Elementary Society Luncheon	4/29/15	\$ 200.00	#059	11:00am
NMSS/KDG	Mother's Day Tea	5/8/15	\$ 200.00	#059	12:00pm
LAS Pre-k to 2 nd . Grade	Open House	03/30/15	\$ 200.00	Student Activity Account # 540	9:00am-10:30am Inform parents about the daily operations of the school
DAP	Spring Fling Dance @ MSP	03/20/15	N/A	N/A	5:00pm-7:30pm Dancing, Crafts/Photos and Games
DAP	Smiles Program Mobile Dentist	02/25/15 02/26/15	N/A	N/A	9:00am-2:30pm Dental Care for students
DAP	Pennies for Patients	03/01/15	N/A	N/A	Raise funds for children with cancer

School/Program	Activity	Date	Cost	Account#	Time/Purpose
DAP,LAS, & NMSS	Bilingual Annual Healthy Snack Parent/Student Workshop	03/10/15 Through 03/13/15	\$ 70.00	20-218-200-600-0000-234	9:00am-1:30pm To increase family education and student achievement through family stabilization
DAP, NMSS, LAS, ECH Providers	Kodak Moments	2/25/15 – 2/27/15	0.00	N/A	9:00 a.m. – 2:30 p.m. Members of the Community advisory and parents visit and share career information, stories, song and dance to pre-k students.
DAP, NMSS, LAS, ECH Providers	Dr. Seuss Read Across America	3/02/15 – 3/06/15	0.00	N/A	Members of the Community, advisory and parents visit and read books to pre-k students.
MSP	Black History Month Assembly	02/27/15	N/A	N/A	Celebrate and educate students about African Heritage
MSP	8 th Grade Self-Respect Essay Contest	2/27/15	\$188.20	555 (MSP Student Activity Acct)	Exercise in Writing an Analytical Essay.
MSP	Performing Club All Star Assembly	05/28/15	N/A	N/A	1:45pm-3:20pm Celebrate students performances
MSP	Drama Club Movie Night	04/29/15	N/A	N/A	6:30pm-9:00pm To encourage parent involvement
MSP	Drama Club Movie Night	02/24/15	N/A	N/A	6:30pm-9:00pm To encourage parent involvement
MSP	Art Club Poster Contest	03/01/15 through 03/19/15	N/A	N/A	Students will compete in a poster contest for Youth Art Month
MSP	Family Craft Night	03/26/15	N/A	N/A	6:00pm-8:00pm Students and families will participate in visual arts
MSP	Celebration of Visual and Performing Arts	04/01/15	N/A	N/A	Block 1 & 4 Students from various performing clubs will perform during an assembly
MSP	Spring Celebration of the Arts	05/14/15	N/A	N/A	5:00-7:00 Art Show 7:00-9:00 Concert Showcase student performance and achievements
MSP	School Dance	02/27/15	\$ 500.00	Student Activity Account # 555	5:00pm-7:00pm School Dance for

School/Program	Activity	Date	Cost	Account#	Time/Purpose
					students with no discipline referrals for the month
MSP	Oratorical Contestant Final Round	4/1/15	0.00	N/A	6:00 p.m. – 7:30 p.m. Students recite original speeches on stated topics.
WAS	3R's Magic Act	4/16/15	N/A	N/A	Magic Act celebrating Earth Day & Recycling Awareness
WAS	2 nd . Grade Drama & Choir Musical	05/22/15	N/A	N/A	4:00pm-8:00pm Snow White and The Seven Dwarfs
WAS	Black History-Civil Rights program & Dinner	02/20/15		15-000-266-100-0000-060	Showcase what students have learned during Black History month
WAS	Family Movie Night (previously approved on 1/30/15. Date change only)	3/18/15	0.00	N/A	Parents/guardians will participate in watching a movie with their child to foster the connection between home and school in an effort to develop socially successful students.
SMSS	Read Across America	02/23/15 02/27/15	\$ 96.00	Student Activity Account # 0537	Promote lifelong love of reading and learning
SMSS	Father & Son Night Out	02/27/15	N/A	N/A	4:00pm-6:00pm Promote positive interaction father, father figure and sons
SMSS	Mother & Daughter Spa Night	03/27/15	N/A	N/A	4:30pm-6:30pm Mothers & Daughters will indulge in an evening of relaxation and pampering with pedicures, manicures and massages.
PHS	Character Building Workshop for Students	TBD	N/A	N/A	Senator Corey Booker is considering a visit to speak to our students. Date TBD pending Senator Booker's schedule
PHS	Clinic Master to 7-8 and PHS percussionist	02/24/15	N/A	N/A	9:00am and 1:00pm Promote performing arts
PHS	Speaker Dale Schmid, NJ Dept. of Education	02/17/15	NA	N/A	TBD

School/Program	Activity	Date	Cost	Account#	Time/Purpose
PHS	Teen Pep Family Night Workshop	02/25/15	N/A	N/A	6:00pm-8:00pm For parents and families to have an educational interactive discussion about sexual health issues.
PHS	Tri-Mathelon Competition N.S.B.E. National Society of Black Engineers	03/14/15	N/A	N/A	9:00am-1:00pm Quiz Bowl competition with STEM designed questions
PHS	Drop Out Prevention	03/26/15	\$4000.00	\$2500.00 (20-231-200-300-0000-545) \$1500.00 (15-190-100-320-0000-050)	9:00am-1:30pm Guest Speaker poster child Ms. Kemba Smith
PHS	Prom Fashion Show	03/27/15	N/A	N/A	6:00pm-9:30pm Rissy Roo's, Men's Warehouse & David's Bridal will be in attendance
PHS	Tri-Mathelon Competition N.S.B.E. National Society of Black Engineers	03/27/15	N/A	N/A	7:45am-10:35pm Rutgers MEET will come to PHS to demonstrate and promote engineering and academics.
PHS	S.P. Calculus Practice Test	04/18/15	N/A	N/A	AP Calculus students will take a full length A>P. exam
LAS	Artists in Schools	02/25/15 through 06/12/15	N/A	N/A	02/26/15 3:00pm 06/12/15 4:00pm Artists in Schools
LAS 3-5 grades	Academic pep-rally	02/27/15	N/A	N/A	1:30pm PARCC Motivation

3. FUNDRAISERS:

School	Activity	Start Date	End Date	Purpose
MSP Art Club	Family Craft Night and Bake Sale	05/14/15	05/14/15	Raise funds for art club supplies, field trips and celebrations
MSP Art Club	Family Craft Night and Bake Sale	03/26/15	03/26/15	Raise funds for art club supplies, field trips and celebrations
MSP Art Club	Express Yourself! Colorful Outfits Dress Down Day	04/01/15	04/01/15	Raise funds for art club supplies, field trips and celebrations
MSP Art Club	Cupcake Sale	04/14/15	04/14/15	Raise funds for art club supplies, field trips and celebrations

School	Activity	Start Date	End Date	Purpose
MSP Art Club	Earth Day Craft Sale	04/22/15	04/22/15	Raise funds for art club supplies, field trips and celebrations
MSP Drama Club	Movie Night Concessions	02/24/15	02/24/15	Raise funds for drama club supplies, events and fieldtrips
MSP Drama Club	Bake Sale	04/22/15	04/22/15	Raise funds for drama club supplies, events and fieldtrips
MSP Drama Club	Bake Sale	3/20/15	3/20/15	Raise funds for drama club supplies, events, and field trips.
MSP Drama Club	Movie Night Concessions	02/29/15	02/29/15	Raise funds for drama club supplies, events and fieldtrips
MSP Drama Club	Dress Down Day	05/28/15	05/28/15	Raise funds for drama club supplies, events and fieldtrips
MSP Drama Club	Beauty & The Beast School Play Advance Ticket Sales	04/06/15	04/15/15	Raise funds for drama club supplies, events and fieldtrips Adults \$4.00 Students \$2.00
MSP Drama Club	Beauty & The Beast School Play at the Door Ticket Sales	04/16/15	04/18/15	Raise funds for drama club supplies, events and fieldtrips Adults \$5.00 Students \$3.00
MSP S.E. Classes	S.E. Pretzel Sale	02/26/15	06/30/15	Fostering Students and Home Engagement Mondays & Fridays
WAS PTA	Funds For Kids Catalog Sale	02/25/15	03/12/15	Raise funds for the WAS PTA Association
LAS	Box tops for Education	03/02/15	06/30/15	Raise funds for student activities
PHS	Prom Fashion Show	03/27/15	03/27/15	Raise funds for prom
NMSS/Drama	Bake Sale	3/1/15	6/1/15	Raise funds for drama club
NMSS	Spring Candy Fundraiser	3/3/15	3/20/15	Raise funds for student activities

4. FIELD TRIPS:

School	Activity	Location	Date	Cost	Account#
Mathletes Club District	Mathletes Tournament EHT, NJ 25 Students 4 Chaperones	Joyce D. Miller School in EHT, NJ	03/28/2015 7:45am 2:30pm	N/A	N/A
MSP 7-8 Grade	2015 Young Women's Conference 10 Students 1 Chaperone	Princeton University Plasma Physics Lab Princeton NJ	03/19/15 7:00am 3:15pm	N/A	N/A
PHS	Cedar Creek High School 15 Students 2 Chaperones	EHC, NJ	04/11/15 8:00am 2:00pm	N/A	N/A
DAP	Circle Celebration Bantaba	NMSS	02-26-15	\$ 1,035.00	20-218-200-516-0000-234

School	Activity	Location	Date	Cost	Account#
DAP	Atlantic City Aquarium 120 Students 28 Chaperones	AC, NJ	05/07/15	\$ 540.00 Students \$ 210 Adults	20-218-200-516-0000-234
DAP	Atlantic City Aquarium 105 Students 25 Chaperones	AC, NJ	05/08/15	\$ 472.50 Students \$ 187.50 Adults	20-218-200-516-0000-234
DAP	Atlantic County Park 105 Students 35 Chaperones	Estell Manor, NJ	05/07/15 9:00am returning 1:30pm	N/A	N/A
DAP	Atlantic County Park 120 Students 40 Chaperones	Estell Manor, NJ	05/08/15 9:00am returning 1:30pm	\$ 60.00 per bus \$ 420.00 total	20-218-200-580-0000-234
DAP	Cape May County Park & Zoo 225 Students 75 Chaperones	Cape May, NJ	06/05/15 9:30am Returning 2:00pm	N/A	N/A
WAS	Spring Concert Rehearsal 90 Students 6 Chaperones	PHS Auditorium	05/19/15 9:30am Returning 12:00pm	N/A	N/A
WAS	Spring Concert 50 students and parents	PHS Auditorium	05/22/15 5:30pm Returning 7:30pm	N/A	N/A
SMSS	Adventure Aquarium 85 Students 8 Chaperones	Philadelphia, PA	05/29/15 8:30am Returning 3:00pm	\$ 1,062.50 Registration \$ 2,500.00 Coach Bus \$100.00 Parking	Student Account # 0537 15-000-270-512-0000-095 15-190-100-610-0000-095
SMSS	2015 Rutgers's University Day 30 Students 3 Chaperones	New Brunswick, NJ	04/25/15 8:00am Returning 4:00pm	N/A	N/A
LAS	Corson's Inlet State Park 100 Students 10 Chaperones	Strathmore, NJ	06/01/15 06/02/15 Rain date 8:45am Returning 1:45pm	N/A	N/A
PHS	New York Military Academy 25 JROTC/9-12 Students 3 Chaperones	NYC	7:00am 06/27/15 through 4:00pm 07/01/15	\$ 350.00 Registration \$ 700.00 Transportation \$ 1,250.00	15-190-100-200-0000-050 15-000-270-512-0000-050

School	Activity	Location	Date	Cost	Account#
				\$ 50.00 Per Cadet for Participation	15-190-100-800-0000-050
PHS	Philadelphia Zoo 50 Students 4 Chaperones	Philadelphia, PA	04/15/15 7:45 am 2:00 pm	\$ 810.00 Tickets \$ 1,500.00 Transportation	15-190-100-800-0000-050 15-000-270-512-0000-050
PHS	AC Convention Center AMIME/Comic Convention with workshops and professional panels 30 Students 1 Chaperone	AC,NJ	05/15/15 8:45am 2:00pm	\$ 2,381.40 Registration	15-190-100-800-0000-050
PHS	Colts Neck High School Drill Team Competition	Colts Neck, NJ	03/07/15 6:00am 6:00pm	\$ 350.00	15-000-270-512-0000-050
PHS	Luncheon At Caremes 30 students 3 chaperones	ACCC Mays Landing, NJ 08330	9:15 a.m. – 1:00 p.m.	\$568.00	20-231-100-800-0000-545
C.A.R.E.	Philadelphia Zoo 100 Students 15 Chaperones	Philadelphia, PA	08/14/15 9:00am Returning 2:00pm	\$ 1,575.00	20-290-100-800-0000-545
C.A.R.E.	Washington D.C. Historical Sites 90 Students 10 Chaperones	Washington DC	07/10/15 6:00am Returning 4:00pm	\$ 4,800.00	20-290-100-800-0000-545
PHS	Stockton College of NJ 30 Students 3 Chaperones	Galloway, NJ	05/11/15 8:00am Returning 1:30pm	\$ 75.00	15-000-270-512-0000-050
MSP	King Pin Bowling Alley 240 students 25 chaperones	Egg Harbor Township, NJ	6/9/15 8:45 am – 12:45 pm	\$2160.00 Shoe rental/games/ meals	#560 MSP Student Activity Fund
NMSS/3 rd grade	Theatre Works USA, "Fly Guy and Other Stories"	TD Bank Arts Centre, Sewell, NJ	2/27/15	\$ 423.00	#15-190-100-580-0000-85

5. Approval of The Following Home Instruction Students

Student ID#/State ID #	Projected Number of Days	Projected Number of Hours	Cost Per Hour	Projected Total Cost	TYPE	GRADE	ACCOUNT#
3070563 / 9934623625	90	180	\$ 45.00	\$ 8,100.00	Medical	3	11-219-100-101-0000-400

12483946 / 6820652791	90	180	\$ 45.00	\$ 8,100.00	Medical	1	11-219-100-101-0000-400
30827651 / 7196826590	90	90	\$ 45.00	\$ 4,050.00	Medical	3	11-150-100-101-0000-400
11246554 / 4187088711	30	30	\$ 45.00	\$ 1,350.00	Discipline	11	11-150-100-101-0000-400
12904169 / 4489740839	30	30	\$ 45.00	\$ 1,350.00	Discipline	9	11-150-100-101-0000-400
12732613/ 5851123944	90	180	\$45.00	\$ 8100.00	Medical	10	11-219-100-101-000-400
11986147/ 4454363917	30	60	\$45.00	\$2700.00	Medical	8	11-219-100-101-0000-400
11225130/ 2219500714	60	60	\$45.00	\$2700.00	Medical	5	11-219-100-101-0000-400
3039503/ 8721279007	90	90	\$45.00	\$4050.00	Medical	3	11-219-100-101-0000-400
12856819/ 2107872515	30	30	\$45.00	\$1350.00	Discipline	10	11-219-100-101-0000-400
12596307/ 7657815740	90	180	\$45.00	\$8,100.00	Admin	7	11-150-100-101-0000-400
1785059/ 8984329706	30	30	\$45.00	\$1,350.00	Discipline	10	11-219-100-101-0000-400
11225316/ 3736775441	30	60	\$45.00	\$2,700.00	Discipline	10	11-219-100-101-0000-400

6. Approval of C.O.P.S.: SORA Certification Training Classes for Pleasantville District Security Officers.

7. Approval of instructor Pat Hurley of C.O.P.S. to conduct three 8 hour S.O.R.A. Certification Training Classes on Saturdays, March 14, 21 and 28, 2015. Classes will be held at the Pleasantville High School from 8:00am-4:30pm. Fees per student are \$ 317.00 which includes fingerprinting for all security officers and temporary certificates from N.J.S.P.

Course outline/description:

- S.O.R.A. Training, use of force (NJ Attorney General Guidelines)
- Gangs & Terrorism Awareness
- Active Shooter
- Training
- Theft Prevention
- Ethics
- Legislation
- Emergency Response ICS
- Report Writing Verbal Judo

60 students	@ \$ 175.00 for 2 year SORA Certification	\$ 10,500.00	
60 students	@ \$ 175.00 for NJSP Temporary Certificates	\$ 4,500.00	
60 students	@ \$ 67.20 for NJSP Fingerprinting	\$ 4,032.00	
Total Cost no to exceed		\$ 19,032.00	11-00-266300-0000-352

8. Professional Development to be presented to certified staff on Co-teaching to be presented by the office of SRI & ETTC change from account #11-000-221-320-0000-234 to use ETTC hours.
9. Professional Development to be presented to certified staff on Argumentative vs Persuasive Writing to be presented by the office of SRI & ETTC change from using account # 11-000-221-320-0000-234 using ETTC Hours.
10. Approval of the Pleasantville Board of Education, approves the 21st CCLC (C.A.R.E.) program, to partner with "Your Choice the People Choice" for community service projects related to the Environment for the 2014-2015 school year. The first community service event will be held on April 4th, 2015 titled "Make a Difference Day" the students will participate in a Community cleanup of Pleasantville and aluminum can collection drive. C.A.R.E. students will also participate in an Environmental Documentary, the YCTPC Environmental Documentary will highlight the students' participation in the C.A.R.E. environmental classes, the community clean up (April 4th), and will also include student and staff interviews regarding their views on solutions for current issues and the future state of our planet's environment.
11. Resolution to approve the creation of an Elementary Intramural Basketball Program will provide Pleasantville Elementary students, faculty and staff with a greater opportunity for an enhanced extracurricular experience. An Administrator will be required to oversee the operation of this program. Coaches will be on a volunteer basis and team would consist of 12 players (co-ed), grades 4 and 5. Games will be held at each elementary school. See schedule appendix.
 "Your Choice the People Choice" is a non-profit Litter Abatement and Environmental Protection Service. Their mission is to promote cleaner communities and sustainable ecosystems through action, education and media. In short, to save the planet.

12. Resolution to approve Santoro Chiropractic to provide 10-minute massages to North Main Street School staff in support of Teacher Appreciation on Wednesday, May 13, 2015, from 11:00am – 1:00pm. There is no cost to the district for the chiropractic services.
13. Resolution to approve the following North Main Street School Elementary Honor students to participate in the National Youth Leadership Forum: Pathways to STEM Academy, July 26 – 31, 2015. Two (2) students @ \$1995.00 per student = \$3990.00. Account #15-000-240-500-0000-085.

MOTION BY: Mr. Jerome Page SECOND BY: Mr. Paul Moore Yea: X

ROLL CALL:

Mrs. Bernice Couch	<u>Yes</u>	Mr. Jerome Page	<u>Yes</u>
Mr. Lawrence A. Davenport	<u>Yes</u>	Ms. Ethel Seymore	<u>Yes</u>
Mr. Johnny McClellan	<u>Yes</u>	Ms. Carla Thomas	<u>Yes</u>
Mr. Paul Moore	<u>Yes</u>	Ms. Doris Graves	<u>Yes</u>
Ms. Sharnell Morgan	<u>Yes</u>		

MOTION PASSED

APPROVED BY THE STATE MONITOR FOR 02/17/2015 NO ACTION REQUIRED:

A. WORKSHOPS/CONFERENCES

Staff Member	Location	Title of Workshop/Conference	Date	Cost	Account#
Crystal Holt	Tech. Dept.	Understanding Officer Involved Shootings	02/17/15	N/A	N/A
Constance Burroughs	PHS	RAC: A Notebook of Literacy Goals Clarksboro, NJ	02/18/15	\$ 34.08 Mileage	15-000-240-500-0000-050
Nicola Tasoff	MSP	Practical Strategies to Address Executive Skills in the Students with Autism	02/20/15	\$ 165.00 Registration	15-000-223-500-0000-055
Eileen Harrigan	MSP	Practical Strategies to Address Executive Skills in the Students with Autism	02/20/15	\$ 165.00 Registration	15-000-223-500-0000-055
Rosemay Clarke	DAP	2015 Conference for Pre-K Teachers AC, NJ	02/23/15	N/A	N/A
Katie Kunze	DAP	2015 Conference for Pre-K Teachers AC, NJ	02/23/15	\$ 235.00 Registration	20-218-100-500-0000-234
Annmarie Smarra	DAP	2015 Conference for Pre-K Teachers AC, NJ	02/23/15	\$ 235.00 Registration	20-218-100-500-0000-234
Alicia Rullan	DAP	2015 Conference for Pre-K Teachers AC, NJ	02/23/15	\$ 235.00 Registration	20-218-100-500-0000-234
Dorothea Bickel	DAP	2015 Conference for Pre-K Teachers AC, NJ	02/23/15	\$ 235.00 Registration	20-218-100-500-0000-234

Staff Member	Location	Title of Workshop/Conference	Date	Cost	Account#
Jennifer Elwell	DAP	2015 Conference for Pre-K Teachers AC, NJ	02/23/15	\$ 235.00 Registration	20-218-100-500-0000-234
Claudia Velasquez	DAP	2015 Conference for Pre-K Teachers AC, NJ	02/23/15	\$ 235.00 Registration	20-218-100-500-0000-234
Kier Elliot	Facilities	Comprehensive Education Solutions LLC Journeyman Re-certification	02/06/15	\$ 175.00 Registration	11-000-262-590-0000-352
Michelle McCline	NMSS	PARCC Elementary School Glassboro, NJ	01/30/15	\$ 135.00 Registration	15-000-240-500-0000-085
Brian Kavanagh	NMSS	PARCC Elementary School Glassboro, NJ	01/30/15	\$ 135.00 Registration	15-000-240-500-0000-085
Jeffrey Laster	C&I	PARC 2014-15 NJ Administration Training Vineland, NJ	01/21/15	N/A	N/A
Nicole Digironimo	NMSS	School Refusal Behavior Toms River, NJ	02/18/15	\$ 179.00 Registration	11-000-219-500-0000-400
Norine Bailey	NMSS	Legal Issues for School Nurses Almonesson, NJ	02/11/15	\$ 49.00 Registration	15-190-100-580-0000-085
Cynthia Ruiz-Cooper	WAS	Cape Atlantic Principals and Supervisors Leadership EHT, NJ	02/19/15	\$ 35.00 Registration	15-000-240-500-0000-060
Felicia Hyman-Medley	SMSS	Cape Atlantic Principals and Supervisors Leadership EHT, NJ	02/19/15	\$ 35.00 Registration	15-000-223-580-0000-095
Lapell Chapman	SMSS	Cape Atlantic Principals and Supervisors Leadership EHT, NJ	02/19/15	\$ 35.00 Registration	15-000-223-580-0000-095

B. Activities

School/Program	Activity	Date	Cost	Account#	Time/Purpose
LAS	PARCC Parent information night	02/11/15	N/A	N/A	6:00-7:30pm Inform parents regarding PARCC testing

*Motion to go into Executive Session Board President, Mrs. Doris V. Graves

Motion by Ms. Sharnell Morgan Second by Mr. Lawrence Davenport

Executive Session

Motion by Ms. Sharnell Morgan and Seconded by Mr. Lawrence Davenport at 9:00 p.m., it is hereby resolved that the Pleasantville Board of Education may go into closed or private session from which the public shall be excluded in accordance with the provisions as set forth in N.J.S.A. 10:4-12 and 10:4-13. The following subjects shall be discussed on this date in the session of the Board closed to the public: PERSONNEL, PUPIL MATTERS, PENDING, AND ANTICIPATED LITIGATION. BE IT FURTHER RESOLVED that the discussion in closed session will be disclosed to the public at this time or a future meeting of the Board when it is no longer necessary to maintain the confidential nature of the items discussed.

Roll Call:

Mrs. Bernice Couch	<u>Yes</u>	Mr. Jerome Page	<u>Yes</u>
Mr. Lawrence A. Davenport	<u>Yes</u>	Mrs. Ethel Seymore	<u>Yes</u>
Mr. Johnny McClellan	<u>Yes</u>	Mrs. Carla Thomas	<u>Yes</u>
Mr. Paul Moore, Jr.	<u>Yes</u>	Mrs. Doris V. Graves	<u>Yes</u>
Ms. Sharnell S. Morgan	<u>Yes</u>		

MOTION PASSED

Mrs. Seymore left Board Meeting at 9:51 p.m.

Mr. McClellan left at 10:15 p.m.

Motion to come out of Executive Session - Board President, Mrs. Doris V. Graves

Motion by: Mr. Paul Moore Second by: Mrs. Carla Thomas Yea: X

Roll Call:

Mrs. Bernice Couch	<u>Yes</u>	Mr. Jerome Page	<u>Yes</u>
Mr. Lawrence A. Davenport	<u>Yes</u>	Mrs. Ethel Seymore	<u>Absent</u>
Mr. Johnny McClellan	<u>Absent</u>	Mrs. Carla Thomas	<u>Yes</u>
Mr. Paul Moore, Jr.	<u>Yes</u>	Mrs. Doris V. Graves	<u>Yes</u>
Ms. Sharnell S. Morgan	<u>Yes</u>		

MOTION PASSED

Reconvene Board Meeting at 10:18 p.m.

Mrs. Couch left at 10:20 p.m.

Motion to reject RFP submitted for Board Attorney and to advertise for Board Attorney and Labor Relations Specialist. (Mr. Dennis Mulvihill, Business Administrator/Board Secretary, later affirmed through confirmation of the Board, that the Board's rejection was due to N.J.S.A. 18A:18A-22.d. The Board of Education wants to substantially revise the specifications for the goods and services.)

Motion by: Mr. Lawrence Davenport Second by: Ms. Sharnell Morgan Yea: X

Roll Call:

Mrs. Bernice Couch	<u>Absent</u>	Mr. Jerome Page	<u>Yes</u>
Mr. Lawrence A. Davenport	<u>Yes</u>	Mrs. Ethel Seymore	<u>Absent</u>
Mr. Johnny McClellan	<u>Absent</u>	Mrs. Carla Thomas	<u>Yes</u>
Mr. Paul Moore, Jr.	<u>Yes</u>	Mrs. Doris V. Graves	<u>Yes</u>
Ms. Sharnell S. Morgan	<u>Yes</u>		

MOTION PASSED

Resolution to approve the Interim Superintendent's recommendation regarding the student discussed in closed session.

Motion by: Mr. Lawrence Davenport Second by: Mr. Jerome Page Yea: X

Roll Call:

Mrs. Bernice Couch	<u>Absent</u>	Mr. Jerome Page	<u>Yes</u>
Mr. Lawrence A. Davenport	<u>Yes</u>	Mrs. Ethel Seymore	<u>Absent</u>
Mr. Johnny McClellan	<u>Absent</u>	Mrs. Carla Thomas	<u>Yes</u>
Mr. Paul Moore, Jr.	<u>Yes</u>	Mrs. Doris V. Graves	<u>Yes</u>
Ms. Sharnell S. Morgan	<u>Yes</u>		

MOTION PASSED

Motion to approve Human Resource Agenda Items, excluding previously tabled items (One item on page 10 and pages 9-12 from original agenda).

Motion by: Mr. Lawrence Davenport Second by: Mr. Jerome Page Yea: X

Roll Call:

Mrs. Bernice Couch	<u>Absent</u>	Mr. Jerome Page	<u>Yes</u>
Mr. Lawrence A. Davenport	<u>Yes</u>	Mrs. Ethel Seymore	<u>Absent</u>
Mr. Johnny McClellan	<u>Absent</u>	Mrs. Carla Thomas	<u>Yes</u>
Mr. Paul Moore, Jr.	<u>Yes</u>	Mrs. Doris V. Graves	<u>Yes</u>
Ms. Sharnell S. Morgan	<u>Yes</u>		

MOTION PASSED

Mr. Jerome Page resigned as a Board member of the Pleasantville School District.

Motion to accept Mr. Jerome Page's resignation.

Motion by: Ms. Sharnell Morgan Second by: Ms. Carla Thomas Yea: X

Roll Call:

Mrs. Bernice Couch	<u>Absent</u>	Mr. Jerome Page	<u>Yes</u>
Mr. Lawrence A. Davenport	<u>Yes</u>	Mrs. Ethel Seymore	<u>Absent</u>
Mr. Johnny McClellan	<u>Absent</u>	Mrs. Carla Thomas	<u>Yes</u>
Mr. Paul Moore, Jr.	<u>Yes</u>	Mrs. Doris V. Graves	<u>Yes</u>
Ms. Sharnell S. Morgan	<u>Yes</u>		

MOTION PASSED

Motion to advertise for vacant Board seat.

Motion by: Mr. Paul Moore Second by: Mrs. Carla Thomas Yea: X

Roll Call:

Mrs. Bernice Couch	<u>Absent</u>	Mr. Jerome Page	<u>Yes</u>
Mr. Lawrence A. Davenport	<u>Yes</u>	Mrs. Ethel Seymore	<u>Absent</u>
Mr. Johnny McClellan	<u>Absent</u>	Mrs. Carla Thomas	<u>Yes</u>
Mr. Paul Moore, Jr.	<u>Yes</u>	Mrs. Doris V. Graves	<u>Yes</u>
Ms. Sharnell S. Morgan	<u>Yes</u>		

Motion to Adjourn the Meeting - Board President, Mrs. Doris V. Graves.

Motion by: Mr. Jerome Page Second by: Mrs. Carla Thomas Yea: X

Roll Call:

Mrs. Bernice Couch	<u>Absent</u>	Mr. Jerome Page	<u>Yes</u>
Mr. Lawrence A. Davenport	<u>Yes</u>	Mrs. Ethel Seymore	<u>Absent</u>
Mr. Johnny McClellan	<u>Absent</u>	Mrs. Carla Thomas	<u>Yes</u>
Mr. Paul Moore, Jr.	<u>Yes</u>	Mrs. Doris V. Graves	<u>Yes</u>
Ms. Sharnell S. Morgan	<u>Yes</u>		

MOTION PASSED

PLEASE SEE ATTACHMENTS REGARDING THE STATE MONITOR'S REPORT FROM 2/24/2015 AND APPROVED ITEM BY THE STATE MONITOR ON 02/27/2015.

RESPECTFULLY SUBMITTED BY:



MR. DENNIS J. MULVIHILL
BUSINESS ADMINISTRATOR/BOARD SECRETARY



DATE

DJM/tp

State Monitor's Report
Presented to:
Pleasantville Board of Education
By:
Dr. Lester W. Richens
State Monitor
February 24, 2015

As the board is aware, at the January 2015 board of education meeting, I presented the State monitor's law to the board. At the conclusion of my report, there was a request made that I present to the board the specific reasons why Pleasantville has a monitor.

So that all board members have an understanding of why a monitor has been assigned to Pleasantville, I have attached the Department of Education's reasons why Pleasantville is under the supervision of a State monitor from 2006 through 2013. This will be updated as a result of the 2013/14 CAFR.

Please read this history. The Pleasantville School District will continue to be under the supervision of a State monitor until such time that it can demonstrate to the Commissioner of Education that it has the capacity to meet all State regulations and for at least two consecutive years have CAFR (Audit) without any findings or recommendations.

As the State monitor, I will be monitoring the implementation of the corrective action plan that has been developed to correct the findings and recommendations presented in the 2013/14 CAFR. See attached.

Circumstances Surrounding the Appointment of State Monitors by District

Pleasantville

A State monitor was appointed on July 2, 2007, based on the June 30, 2006 CAFR. The district meets the criteria for the appointment of a State monitor due to submitting the annual audit on December 14, 2006, after the November 6, 2006 submission date required pursuant to NJSA 18A:23-1; the CAFR containing findings the auditor identified as material weaknesses and repeat audit findings in the CAFR and AMR.

2006

The material weakness findings include the following:

1. Several of the district's bank accounts were not properly reconciled during the fiscal year. The reconciliations that are completed are not done in a timely manner. The bank reconciliation should be provided by the Treasurer and reconciled to the general ledger balance on a monthly basis;
2. The District's financial records do not accurately reflect the financial position and activity of the district. Numerous audit adjustments were required. The general ledger should be reconciled to the subsidiary ledgers on a monthly basis and the differences identified and corrected; and,
3. The budget was properly prepared, including the Abbott school-based budgets, and numerous transfers were necessary throughout the year. The budget should be prepared using careful analysis of all appropriation lines, including salaries and future plans for the district.

The repeat audit findings in the CAFR include the following items:

1. Several of the district's bank accounts were not reconciled during the fiscal year and several reconciliations were not in agreement with the general ledger;
2. General ledger accounts were not reconciled with subsidiary ledgers throughout the year;
3. The outstanding purchase order report was not in agreement with the Board Secretary's report;
4. Proper controls were not in place over expenditures. This finding was not cleared in this fiscal year, however the newly implemented purchasing manual should address the weakness;
5. The treasurer's reports were not presented to the Board on a monthly basis;
6. Budget transfers were made without appropriate authorization;
7. Receiving documents are not signed indicating receipts of goods and services. This finding was not cleared in this fiscal year, however the newly implemented purchasing manual should address the weakness;
8. District is paying for health benefits for employees no longer working in the district. This finding was not cleared in this fiscal year, however the newly implemented purchasing manual should address the weakness;
9. The Board Secretary's report was not presented monthly to the Board for approval;

10. Contracts were awarded without being properly bid or quoted;
11. Payroll agency balances were not properly reconciled throughout the year;
12. Quotes were not obtained for purchases when required;
13. Purchase orders did not contain adequate supporting documentation for payments made. This finding was not cleared in this fiscal year, however the newly implemented purchasing manual should address the weakness;
14. Reimbursement vouchers for the food service program did not agree with supporting documentation;
15. The district did not complete the TPAF reimbursement calculation prior to September 30th;
16. The Board Secretary and Treasurer's reports were not filed with the Board on a monthly basis; and,
17. The district did not maintain appropriate records for the ECPA expenditures.

The repeat audit findings in the AMR that are not also in the CAFR are as follows:

1. The district's treasurer's reports did not accurately reflect the cash position of the district;
2. There were vendors that were paid over the bid threshold for which the district did not go out to bid;
3. Deposits into the unemployment compensation trust fund were not in agreement with amounts that should have been deposited;
4. The district has not liquidated all open purchase orders as of the date of the audit report;
5. The board secretary did not submit the Board Secretary's Report to the Board on a monthly basis;
6. The minutes of the Board meetings did not include the detail of all required Board actions; and,
7. The district did not file the reimbursement to the State for the TPAF social security reimbursements for teachers charged to federally funded programs.

2007

The district continues to meet the criteria for the appointment of a State monitor due to submitting the annual audit on December 13, 2007, after the November 5, 2007 submission date required pursuant to NJSA 18A:23-1; receiving a qualified opinion by its independent auditors on the single audit section for Federal awards in the annual audit; the CAFR containing findings the auditor identified as material weaknesses and repeat audit findings in the CAFR and AMR

The material weakness findings include the following:

1. Several of the district's bank accounts were not properly reconciled during the fiscal year. The reconciliations that were completed were not done in a timely manner. By June 30, the accounts had been reconciled. Bank reconciliations should be provided by the Treasurer and reconciled to the general ledger balance on a monthly basis;
2. General ledger accounts were not reconciled with subsidiary ledgers throughout the year. The general ledger should be reconciled to the subsidiary ledger on a monthly basis and differences identified and corrected;

3. The outstanding purchase order report is not in agreement with the Board Secretary's report. Payables and encumbrances as of June 30, 2007 were outstanding longer than 90 days. During the year, the business administrator is carefully reviewing and approving all purchase orders; however, at year-end the computer system "rollover" resulted in the system listing not reconciling to the general ledger. The open purchase order listing should be reviewed, reconciled to the general ledger, appropriate adjustments made and printed at year-end before the system is moved to the subsequent year;
4. The district did not transfer all required withholding and budgeted amounts to the unemployment trust as required. Also, the district made disbursements from the general fund budget instead of from the unemployment trust account. The district should transfer and deposit all required funds into the unemployment trust and make all unemployment payments from the trust;
5. The records of the food service fund were completely inaccurate. No bank reconciliations were prepared, no reconciliation of receivables were maintained, no general ledger was maintained, vouchers are being paid for incorrect amounts, meal counts did not agree to reimbursement claims, controls over food inventory was inadequate based on the gross profit calculation and the food service lost approximately \$800,000 in this fiscal year. Internal controls for the food service fund should be established. One general ledger should be used to accumulate all transactions. The general ledger should be reconciled on a monthly basis. Controls should be implemented for food inventory;
6. The payroll agency was not properly reconciled throughout the year. Year-end balances were not in agreement with amounts due to outside agencies. The payroll agency account should be reconciled on a monthly basis and the year-end balance should be analyzed and adjusted to reflect the liabilities of the district at June 30th;
7. The budget was properly prepared, including the Abbott school-based budgets and approved by the County office, however numerous significant transfers were necessary throughout the year. District personnel should carefully review the information presented to the business office to insure that accurate amounts are provided for all appropriation lines; and
8. The minutes did not indicate acceptance of the Treasurer's reports monthly, and a copy of the report was not included with the minutes. It does not appear that the Board was receiving the Treasurer's reports on a monthly basis. The Treasurer's reports should be presented to the Board monthly and the minutes should include copies of all reports that are accepted at each meeting; and,
9. The preschool expansion aid grant was overspent. The grants should be monitored to determine the amounts that can be expended.

The repeat audit findings in the CAFR include the following items:

1. Several of the district's bank accounts were not properly reconciled during the fiscal year. The reconciliations that are completed are not done in a timely manner;
2. General ledger accounts were not reconciled with subsidiary ledgers throughout the year;
3. The outstanding purchase order report is not in agreement with the Board Secretary's report. Payables and encumbrances as of June 30, 2007 were outstanding longer than 90 days;

4. The minutes did not indicate acceptance of the Treasurer's reports monthly, and a copy of the report was not included with the minutes. It does not appear that the Board was receiving the Treasurer's reports on a monthly basis. This finding was partially cleared in this fiscal year. The monthly reports were presented to the Board but not on a timely basis;
5. The Board Secretary's reports were not presented to the Board until after June 30, 2006 for the months of August 2005 through June 2006;
6. Payroll agency was not properly reconciled throughout the year. Year-end balances were not in agreement with amounts due to outside agencies;
7. Several of the reimbursement vouchers tested for the National School Lunch Program were not in agreement with the student counts reported in the District's records; and,
8. The district did not complete the Reimbursed TPAF Social Security Contributions form prior to the completion of the audit.

The repeat audit findings in the AMR that are not also in the CAFR are as follows:

1. Expenditures were noted where invoices were dated prior to requisitions being prepared, supporting documentation was not included with the voucher packages, bids and quotes were not properly obtained, and payments were not made in a timely manner;
2. The budget and the Board Secretary's report were not properly monitored throughout the year; and,
3. The budget was not properly prepared, including the Abbott school-based budgets, and numerous transfers were necessary throughout the year.

2008

The district continues to meet the criteria for the appointment of a State monitor due to submitting the annual audit on November 12, 2008, after the November 5, 2008 submission date required pursuant to NJSA 18A:23-1; the CAFR containing findings the auditor identified as material weaknesses and repeat audit findings in the CAFR.

The material weakness findings include the following:

1. General ledger accounts were not reconciled to the subsidiary ledgers throughout the year;
2. District did not transfer all required withholding and budgeted amounts to the unemployment trust fund as required. Also, the district made disbursements from the general fund budget instead of from the unemployment trust account;
3. The financial records are not being maintained in accordance with the requirements of industry standards. Several significant adjustments were necessary to adjust the trial balance of the district to be in accordance with Generally Accepted Accounting Principles;
4. Several adjustments were made throughout the year to adjust posting of expenditures and salaries of district personnel. The adjustments to the financial information did not have any documented approval process; and,
5. The financial records are not being maintained in accordance with the requirements of industry standards. Several significant adjustments were necessary to adjust the trial

balance of the district to be in accordance with Generally Accepted Accounting Principles.

The repeat audit findings in the CAFR include the following items:

1. General ledger accounts were not reconciled with subsidiary ledgers throughout the year. This finding was partially cleared; however, the food service ledgers were not reconciled;
2. District did not transfer all required withholding and budgeted amounts to the unemployment trust fund as required. Also, the district made disbursement from the general fund budget instead of from the unemployment trust account; and,
3. Records of the food service fund were completely inaccurate. No bank reconciliations were prepared, no reconciliation of receivables were maintained, no general ledger was maintained, vouchers are being paid for incorrect amounts, meal counts did not agree to reimbursement claims, controls over food inventory was inadequate. Food service lost approx. \$800,000 in this fiscal year.

2009

The district continues to meet the criteria for the appointment of a State monitor due to submitting the annual audit after November 9, 2009, (Audit Opinion is dated November 9, 2009) after the November 5, 2009 submission date required pursuant to NJSA 18A:23-1; the CAFR containing findings the auditor identified as material weaknesses and repeat audit findings in the CAFR and AMR

The material weakness findings include the following:

1. The district did not have adequate control over the payroll agency or unemployment trust accounts. The amounts in the bank accounts were not reconciled to the district payroll system to determine that the correct balances were included in the accounts. In addition, controls were not in place to ensure that sufficient supporting documentation was available to reconcile the accounts or to identify the purpose of various expenditures. The district should prepare a formal reconciliation of the unemployment and agency accounts each month and either transfer sufficient money to the account for liabilities or, if excess cash is included in the account, transfer the excess to the general account;
2. Several adjustments were made throughout the year to adjust posting of expenditures and salaries of district personnel. The adjustments to the financial information included an approval process but the approvals did not contain sufficient supporting documentation to allow the reviewer to determine the purpose of the adjustment. In addition, postings of salary expense were made to accounts that did not agree with the position control roster. It is recommended that formal journal entries be prepared for all adjustments to the financial information of the district and that those entries include support for the reason for the adjustment and evidence of supervisory approval. In addition, all changes in the budget must be made by human resources and not by the business office; and,
3. There is no central monitoring of grant programs. As a result, required reports for cash reimbursement were not made as required by the grant agreements and there was no monitoring to ensure that the Board's financial information was in agreement with the

grant budget or expenditures. It is recommended that one individual be identified to report directly to the business administrator at least monthly with a report identifying the exact status of all grant monies available to the district. The report should, at a minimum, include the identifying number of the grant; the amount available; the amount expended; the amount committed but not expended; the amount available to spend; the amount of grant reimbursement requested; the actual cash received and the amount requested but not received. This report will allow for timely follow-up of any open balances or receivables.

The repeat audit findings in the CAFR include the following items:

1. The district did not transfer all required withholding and budgeted amounts to the unemployment trust as required. Also, the district made disbursement from the general fund budget instead of from the unemployment trust account; and,
2. Several adjustments were made throughout the year to adjust posting of expenditures and salaries of district personnel. The adjustments to the financial information did not have any documented approval process. This comment was partially cleared in 08-09.

The repeat audit findings in the AMR that are not also in the CAFR are as follows:

1. It is recommended in a subsidiary ledger for rental and miscellaneous income be maintained and the ledger reconciled on a monthly basis;
2. It is recommended that the formal journal entries be printed at least weakly with identification of the reason for the entry and with evidence of who prepared, entered and approved the journal entries. A file of these entries should be maintained for audit;
3. The treasurer should review the accuracy of the outstanding bank reconciliation items and have the district follow-up on items which are outstanding for an extended period of time;
4. All non-routine programs that are operated by the food service program should be approved by the business administrator and a monthly aged accounts receivable should be prepared and provided to the business administrator for review; and,
5. The student activity bank reconciliations should be prepared in a correct format.

2010

This district continues to meet the criteria for the appointment of a State monitor based on the CAFR being late by one day (the due date was a Sunday), 2 material weakness findings in CAFR, 3 repeat audit findings in CAFR and 6 repeat audit findings in AMR. The district has a monitor assigned to it at the current time and that monitor should continue to be assigned to this district.

The material weakness findings include the following:

1. The district did not have adequate control over the payroll agency or unemployment trust accounts. The amounts in the bank accounts were not reconciled to the district payroll system to determine that the correct balances were included in the accounts. In addition, controls were not in place to ensure that sufficient supporting documentation was available to reconcile the accounts or to identify the purpose of various expenditures. The auditors recommended that the district should prepare a formal reconciliation of the

unemployment and agency accounts each month and either transfer sufficient money to the account for the liabilities or, if excess cash is included in the account, transfer the excess to the general account. The reconciliation should contain evidence of supervisory review which could be evidenced by a signature of the District Business Administrator or Comptroller; and,

2. Several adjustments were made throughout the year to adjust posting of expenditures and salaries of district personnel. The adjustments to the financial information included an approval process but the approvals did not contain sufficient supporting documentation to allow the reviewer to determine the purpose of the adjustment. In addition, postings of salary expense were made to accounts that did not agree with the district position control roster. The auditors recommended that formal journal entries are to be prepared for all adjustments to the financial information of the district and that those entries include support for the reason for the adjustment and evidence of supervisory approval. In addition, all changes to personnel charges in the budget must be made by human resources and not by the business office.

The repeat audit findings in the CAFR include the following items:

1. The district did not have adequate control over the payroll agency or unemployment trust accounts. The amounts in the bank accounts were not reconciled to the district payroll system to determine that the correct balances were included in the accounts. In addition, controls were not in place to ensure that sufficient supporting documentation was available to reconcile the accounts or to identify the purpose of various expenditures. Due to personnel changes during the fiscal year, this finding was not adequately addressed until after the year was concluded;
2. Several adjustments were made throughout the year to adjust posting of expenditures and salaries of district personnel. The adjustments to the financial information included an approval process but the approvals did not contain sufficient supporting documentation to allow the reviewer to determine the purpose of the adjustment. In addition, postings of salary expense were made to accounts that did not agree with the district position control roster (PCR). Although the cause was different, this finding still exists. Personnel were moved from positions on the PCR without being formerly adjusted in the system. As a result the Board office made several posting adjustments to match personnel to the position actually worked; and,
3. (IDEA Part B Basic & IDEA Preschool) There is no central monitoring of grant programs. As a result, required reports for cash reimbursement were not made as required by the grant agreements and there was no monitoring to ensure that the Board's financial information was in agreement with the grant budget or expenditures. Although additional grants were tested in this fiscal year, the lack of monitoring of grant expenditures continued to exist.

The repeat audit findings in the AMR that are not also in the CAFR are as follows:

1. It was recommended that journal entries be printed at least weekly with identification of the reason for the entry and with evidence of who prepared, entered and approved the journal entries. A file of these entries should be maintained for audit;
2. It was recommended that all charges against salary budget line items be made through the position control roster. Any modifications must be made by Human Resources;

3. It was recommended that a detailed reconciliation of all agency accounts be made every month and all variances must be identified and adjusted as necessary. A formal report of the reconciliation should be prepared;
4. It was recommended that the treasurer review the accuracy of the outstanding bank reconciliation items and have the district follow-up on items which are outstanding for an extended period of time;
5. It was recommended that the general ledger be adjusted to reflect actual awards when the district receives the award notification and the expenditures be reconciled on at least a monthly basis. Specific controls should be documented for all grant programs; and,
6. It was recommended that the student activity bank reconciliation be performed in a correct format.

2011

The Pleasantville school district already has a State monitor appointed to it and met two criteria of N.J.S.A. 18A:7A-55 at June 30, 2011, which were one finding the independent auditor identified as a material weakness in internal controls and the district failed to implement a plan from the prior year which caused one CAFR finding plus one additional AMR finding to be repeated. The material weakness finding was that the district did not have adequate control over the payroll agency or unemployment trust accounts; this is also a repeat finding. The additional repeat finding in the AMR was that the Treasurer should review the accuracy of the outstanding bank reconciliation items and have the district follow-up on items which are outstanding for an extended period of time. While the district has made progress over the past year, it still qualifies for the appointment of a State monitor who should continue to be assigned to this district.

2012

The Pleasantville school district already has a State monitor appointed to it and met one criteria of N.J.S.A. 18A:7A-55 at June 30, 2012, which was the district failed to implement a plan from the prior year causing three AMR findings to be repeated. The repeat AMR findings are that while the district does maintain a log of all correspondence with the district's legal counsel the log lacks required detail relating to items such as the time, date and details of the conversation; the on-roll students reported in the ASSA were not in agreement with the district workpapers; and, several discrepancies were noted between the district-wide list of students and the students reported on the District Report of Transported Resident Students (DRTRS) document submitted to the Department of Education. While the district has made progress over the past couple of years, the district should continue to receive the services of its State monitor until the Commissioner determines that all remedial actions required have been implemented and the necessary local capacity and fiscal controls have been restored to the school district operations.

2013

The Pleasantville School District met the criteria for the appointment of a state monitor pursuant to N.J.S.A. 18A:7A-55 because the district received a qualified opinion by its independent auditor under the single audit section for State awards and the AMR contained one repeat audit finding. The qualified opinion was related to the district's procurement practices and the AMR repeat finding was related to an encumbrance not being recorded for the TPAF reimbursement to the State for federally funded employees which resulted in an over-expenditure of the applicable budget line. The district has a monitor assigned to it at the current time and should continue to receive the services of a state monitor until the Commissioner determines that all remedial actions required have been implemented and the necessary local capacity and fiscal controls have been restored to the school district operations.

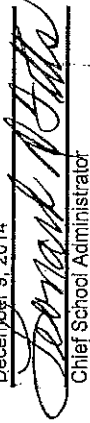
PLEASANTVILLE SCHOOL DISTRICT - AUDITOR'S MANAGEMENT REPORT
 FINANCIAL, COMPLIANCE & PERFORMANCE REPORT
 CORRECTIVE ACTION PLAN FY ENDED JUNE 30, 2014

Pleasantville Board of Education - Atlantic County
 COMPREHENSIVE ANNUAL FINANCIAL REPORT FY ENDED JUNE 30, 2014

Date of Board Meeting

December 9, 2014

Reviewed and Approved


 Chief School Administrator

5-Dec-14

Date

Reviewed and Approved


 Board Secretary/Business Administrator

5-Dec-14

Date

	MANAGEMENT REPORT FINDING	RECOMMENDATION	CORRECTIVE ACTION Method Of Implementation	Person Responsible	Final Outcome	Completion Date
MR-01	Financial Planning, Accounting and Reporting - Examination of Claims: Checks issued from the Unemployment Compensation Trust Fund requires only one (1) authorized signature. In addition, the payment of claims was not approved in the Board minutes	Recommendation: All checks issued from the Unemployment Compensation Trust Fund require at least two (2) authorized signatures. In addition, the payment of unemployment claims be approved in the Board minutes.	The unemployment account shall have two signatures and an alternate signature if one of the two signers are absent	Director of Finance, Business Administrator, Superintendent		31-Jan-15
MR-02	Financial Planning, Accounting and Reporting - Payroll Account (CAFR Finding #2014-005): The audit of retro payroll revealed two (2) employees were overpaid for retro pay. In addition, a difference between the retro pay calculation spreadsheet and the actual payroll register for retro pay was noted.	Recommendation: Retro pay calculations be made in accordance with the terms of the respective employee's contractual agreements and they be reviewed for clerical accuracy prior to payment.	Retro pay will be reviewed by the Human Resource department with the Business Office. The Business office will prepare a spreadsheet outlining all changes based on calculations of salary. The Human Resource department will verify the Union Contract for any changes of individual salaries. After the salaries are reviewed, the Business Office will review the data with the Human Resource department. After the checks are produced, the Business office and Human Resource department will review all individual salary compensation against the spreadsheet for accuracy.	Director of Finance, Business Administrator, Human Resource Director, Superintendent, State Appointed Monitor		30-Jun-15
MR-03	Financial Planning, Accounting and Reporting - Classification Of Expenditures (CAFR Finding #2014-007: Numerous certified staff were charged to non-administrative budget account lines.	Recommendation: Internal Control procedures be reviewed and revised to ensure certified staff are charged to the proper budget account lines in accordance with The Uniform Chart of Accounts for New Jersey Public Schools.	Staff that are charged to Curriculum and instructions and the partial salary for the Child Study will be reassigned to administrative cost	Business Administrator, Director of Finance, Human Resource Director		31-Jan-15

MR-04	<p>Financial Planning, Accounting and Reporting - Reserve for Encumbrances and Accounts Payable (CAFR Finding #2014-001): There were accounts payable in the General Fund for which goods or services were not rendered as of June 30, 2014 and, therefore, should be classified as encumbrances. In addition, there were outstanding accounts payable in the General Fund and Special Revenue Fund that were not valid liabilities at year end.</p>	<p>Recommendation: Internal controls should be enhanced to ensure open purchase orders are reviewed for validity and properly recorded as accounts payable or encumbrances at year end.</p>	<p>The Business office will review all encumbrance and payables throughout the year. Any adjustments will be corrected by June 30. In addition, construction projects will be reviewed and apportioned based on the time the projects begin and will be recorded as an encumbrance or payable as appropriate.</p>	<p>Director of Finance, Business Administrator,</p>	<p>30-Jun-15</p>
MR-05	<p>Financial Planning, Accounting and Reporting - Board Secretary's Report (CAFR Finding #2014-002): The following exceptions in the Board Secretary's budget report were noted: 1.) A prior year accounts payable for the 2012/13 TPAF FICA/pension reimbursement was charged to the 2013/14 budget. 2.) Debit/credit memorandum for ASSA recovery audit was not posted to the General Fund budget. 3.) Total employee health benefit contributions for 2013/14 school year were not posted to the budget as a refund to offset health benefit expenditures in the General fund. 4.) Retro pay for administrators was not recorded as a liability in the General Fund and Special Revenue Fund and charged against the appropriate budget salary lines. 5.) An unrecorded liability was noted for the June, 2014 electricity services.</p>	<p>Recommendation: Internal controls over financial accounting and reporting procedures be reviewed and enhanced to ensure financial transactions are properly recorded and reported in the District's internal accounting records.</p>	<p>The internal controls will be reviewed and updated to insure complete and accurate financial reporting</p>	<p>The Director of Finance, Business Administrator</p>	<p>30-Jun-15</p>
MR-06	<p>Financial Planning, Accounting and Reporting - Board Secretary's Report: Accounting records for the KEYS Program do not provide a complete accounting of the total amount billed, collected and amounts due in the total for each school. In addition, monthly financial reports of the financial activity are not being submitted to the Business Office for their review and reconciliation to the District's accounting records.</p>	<p>Recommendation: The financial accounting and reporting system maintained for the KEYS Program provide a complete accounting of the program revenues with monthly financial reports submitted to the Business Office for their review and reconciliation to the District's accounting records.</p>	<p>The district will provide the schools with a QuickBooks program that tracks all records that shall include the students name, the amount due and the amount paid during the year. In addition, the district will conduct periodic reviews of supporting documentation and compare this documentation with student sign-in sheets.</p>	<p>The Principals, The Director of Finance, the Business Administrator</p>	<p>30-Jun-15</p>
MR-07	<p>Financial Planning, Accounting and Reporting - Board Secretary's Report (CAFR Finding #2014-003): A \$1.7 million Lease-Purchase Account with TD Bank for a HVAC project, where the financial transactions of the account are not being recorded in the District's accounting records, was identified.</p>	<p>Recommendation: A policy should be established to have all bids carefully reviewed and compared to the proposed contract, prior to making the contract award, to ensure that the contract is awarded to the lowest responsible bidder.</p>	<p>The district shall record all leases, whether they are held by the district or an outside party to insure that all transactions are recorded on the districts records.</p>	<p>The Business Administrator, The Director of Finance</p>	<p>30-Jun-15</p>

MR-08	<p><u>Financial Planning, Accounting and Reporting - Other Special Federal and/or State Projects (CAFR Finding #2014-009):</u> Certain salary charges against the Preschool Education Aid Program were not allowable program charges.</p>	<p><u>Recommendation:</u> Only allowable program salaries be charged to the Preschool Education Aid Program.</p>	<p>All salary account classifications will be reviewed to insure proper classification.</p>	<p>The Fiscal Analyst, The Director of Finance, The Business Administrator</p>	28-Feb-15
MR-09	<p><u>School Purchasing Programs (CAFR Finding #2014-008):</u> The following exceptions were noted: 1.) Four (4) vendors awarded purchases under, Middlesex Regional Education Services Commission, Educational Data Services, Atlantic County Cooperatives and U.S. Communities National Cooperative had no documentation or incomplete documentation on file to support that products, services and prices charged were in accordance with Co-op awards. 2.) Three (3) vendors were awarded purchases under Educational Data Services and State contract whose invoices did not detail hourly rates and/or material mark-ups. 3.) One purchase awarded under Educational data Services contained hourly rates and material mark-ups that were not in agreement with approved Educational Data Services contract documentation maintained by the District. 4.) One vendor was awarded under a national cooperative contract, U.S. Commodities, where the procedures required under state procurement guidelines for National Co-op contract purchases was not followed by the District. 5.) Certain purchases under Cooperative Purchasing Agreements and State Contracts that in aggregate exceeded the bid threshold were not approved by board resolution.</p>	<p><u>Recommendation:</u> Internal Control procedures be reviewed and revised to ensure: 1.) Cooperative purchase and State contract award documentation be complete and maintained on file and be verified to invoices to ensure items and prices charged are in agreement with the approved contract award. 2.) Purchases made under National Cooperative contract be made in accordance with State procurement guidelines. 3.) Cooperative purchase and State contract vendors whose purchases exceed in the aggregate the bid threshold be awarded by Board resolution.</p>	<p>Purchase orders will be approved in conjunction contract awards and documentation will be available for review. Accounts Payable will verify invoices coincide with contracted rates prior to payments. The national cooperative will not be used in the future. The cooperative purchase and state contract vendors will be approved, by board resolution when they exceed the \$36,000 threshold.</p>	<p>The Business Administrator</p>	30-Jun-15
MR-10	<p><u>School Food Services - Student accounts</u> receivable balances totaled \$66,113 as of June 30, 2014 with no subsequent amounts received after June 30, 2014.</p>	<p><u>Recommendation:</u> The District perform a review of receivable balances in the Food Services Fund and efforts should be made to seek collection or otherwise cancel the balances.</p>	<p>The district will continue to send out statements of account balances for humanitarian meals and write off balances as deemed appropriate through board resolutions.</p>	<p>The Board of Education, the Director of Finance, The Food Service Director</p>	30-Mar-15
MR-11	<p><u>School Food Services (CAFR Finding #2014-004):</u> There is a deficit of \$708,072 in the net position at June 30, 2014 in the Food Service Fund.</p>	<p><u>Recommendation:</u> Appropriate action to be taken to eliminate the deficit in the Food Service Fund.</p>	<p>The district will continue to work with the food service program to insure that within 2 years the food service deficit will be eliminated. In addition we will discuss ways to reduce the deficit with the County Office and State</p>	<p>The Superintendent, The Director of Finance, the Food Service Director</p>	30-Jun-16

MR-12	<p><u>Student Body Activities</u> - The Student Activity Account and Athletic Account revealed that pre-numbered receipts were not issued for monies turned over to the treasurer.</p>	<p><u>Recommendation:</u> Pre-numbered receipts be issued for all funds turned over to the treasurer.</p>	<p>The district will assign pre-numbered receipts for the student activity and athletic accounts</p>	The Director of Finance		28-Feb-15
MR-13	<p><u>Application for State School Aid (GAFR Finding # 2014-008)</u> - The District's Application for State School Aid (ASSA) revealed that resident low income and LEP low income amounts reported were not always in agreement with supporting work papers and documentation for the respective categories.</p>	<p><u>Recommendation:</u> Internal Controls be enhanced to ensure that documentation for students reported as resident low income and LEP low income are in agreement with students reported on the Application for State School Aid.</p>	<p>The district will insure that the ASSA is in agreement with the district work papers. In addition the schools will not be allowed to back date any data after the count is completed</p>	The Business Administrator, The Director of Finance, the Director of Human Resources, The Superintendent		28-Feb-15

Pleasantville Public Schools

Lester W. Richens, Ed.D
State Appointed Monitor



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E-mail: Richens.Lester@pps-nj.us



February 27, 2015

Board of Education of the City of Pleasantville
Pleasantville Middle School – Third Floor
801 Mill Road
Pleasantville, New Jersey 08232

Dear Board Members:

On February 24, 2015 the board failed to approve the recommendation made by Dr. Leonard Fitts, Interim Superintendent of Schools, under the Personnel Agenda item Resolutions 1 New Hires item 7 on page 7 to appoint Mr. Elisha Thompkins as School Business Administrator/Board Secretary effective March 1, 2015 pending the approval of his contract by the Executive County Superintendent of Schools.

N.J.S.A. 18A:7A-55 (b) states that “the State monitor shall: . . . (4) oversee all district staffing, including the ability to hire, promote, and terminate employees.” After careful review of the underlying circumstances, I have decided to exercise my authority under N.J.S.A. 18A:7A-55 (b) (5) and hereby overrule the board and appoint Mr. Thompkins as School Business Administrator/Board Secretary, effective March 1, 2015, as per the recommendation of Dr. Fitts.

My decision to approve the recommendation of the Superintendent and appoint Mr. Thompkins is based upon the following:

1. I had thorough discussion with the previous board on the status of Mr. Mulvihill last fall. After further discussions with Mr. Mulvihill, he agreed to accept the position of Director of Operations and retire as of June 30, 2016.
2. Mr. Thompkins as Director of Finance, has been doing the financial functions of a School Business Administrator including budget preparation and management, transfers, accounting and preparing financial reports. Mr. Mulvihill has been responsible for the operational side of the district.
3. Dr. Fitts interviewed all candidates that applied for the School Business/Board Secretary position and determined that Mr. Thompkins was qualified for the position. I have worked with Mr. Thompkins and concur with the recommendation of Dr. Fitts.

Pleasantville Public Schools

Lester W. Richens, Ed.D
State Appointed Monitor



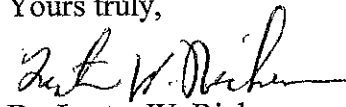
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E-mail: Richens.Lester@pps-nj.us



4. The position of Director of Finance will not be filled thereby providing certain economies to the District.

Please contact me if you have any questions.

Yours truly,



Dr. Lester W. Richens
State Monitor

C: Dr. Leonard Fitts, Interim Superintendent of Schools
Mr. Mark Delcher, Director of Human Resources
Mr. Elisha Thompkins, Director of School Finance/Assistant Board Secretary
Mrs. Kim Belin, Board Attorney
Mr. Glenn Forney, New Jersey Department of Education
Mr. Sidney Sayovitz, Attorney for State Monitors