

MEETING CALLED TO ORDER	The regular meeting of the Pennsville Board of Education was called to order at 6:01 pm on Monday, May 13, 2019 by Mr. Chambers.
ROLL CALL	Board members present were Messrs. Acton, Hassler, Mason, Nugent, Thomas, Mrs. Cook, Mrs. Taylor, Mrs. Staffieri-Morris and Mr. Chambers. Also present were Dr. Brodzik, Ms. Ficke, Board Secretary, Mrs. Mayhew and Board Solicitor, Mr. Toscano.
FLAG SALUTE	Mr. Chambers led the board in the salute to the flag and asked for a moment of silence.
OPEN PUBLIC MEETINGS ACT	Mr. Chambers read the following statement and requested it be made a part of the minutes: The meeting is held in accordance with the Open Public Meetings Act and advance notice was provided to the SOUTH JERSEY TIMES and the COURIER POST and posted at 30 Church Street on January 8, 2019.
COMMUNICATIONS	There were no communications.
SUPERINTENDENT'S REPORT	Dr. Brodzik reviewed the May 28, 2019 agenda with the board.
ACCEPT SUPER. REPORT	Mr. Mason requested approval of the Superintendent's Report. Mr. Thomas seconded the motion which was unanimously approved on roll call vote.
REVIEW AGENDA ITEMS	The board, as a Committee of the Whole, reviewed the agenda items for the May 28, 2019 board meeting. Brief discussion occurred regarding a Superintendent resolution. Mr. Chambers stated that the following New Business resolution will be considered with a roll call vote: 1NB-23NB. He asked if any board member had a resolution for withdrawal from the block to be voted on separately. No one did. Mr. Chambers noted he will abstain from voting on 05-13-12NB, 05-13-14NB, 05-13-16NB and 05-13-23NB. On recommendation of the Superintendent, Mr. Mason moved the board:
WORKSHOPS	Approve the following workshops, meals plus mileage not to exceed the state travel reimbursement requirements set forth by the Department of Treasury: <ul style="list-style-type: none"> • Steve Hindman, Principal of Central Park School to attend the Strengthen Your RTI Program to be held on May 20 & May 21, 2019, in Mount Laurel, New Jersey with a registration fee of \$595. • Jamison Thomas, Supervisor to attend the Strengthen Your RTI Program to be held on May 20 & May 21, 2019, in Mount Laurel, New Jersey with a registration fee of \$595
RETIREMENT:	Approve with regret the retirement of Suzanne Travis, Paraprofessional at

S. TRAVIS

the Pennsville Middle School, effective June 30, 2019. Inherent in this motion is to post and advertise per the negotiated agreement, if necessary.

RE-EMPLOY:
L. BRODY
2019-20

Approve to re-employ Larry Brody, Piano Accompanist at the various schools, for the 2019-2020 school year at the contractual salary of \$25,663, plus a \$325 degree stipend, and a \$600 longevity stipend (salary to be adjusted when negotiations are complete).

RE-EMPLOY:
MAINTENANCE/HEAD
MAINTENANCE
WORKERS 2019-20

Approve to re-employ the following Maintenance/Head Maintenance Workers for the 2019-2020 school year at the salaries listed (salaries to be adjusted when negotiations are complete) effective July 1, 2019 through June 30, 2020:

Name	Guide	Salary	Longevity	Stipend	Tenured
Russell Emmons	Maintenance	\$55,375	\$0	\$5,000 (electrical license)	Y
Timothy Hall	Maintenance	\$46,825	\$0	\$0	Y
Brian Savage	Maintenance	\$50,625	\$0	\$0	Y
Michael Simpkins	Head Maintenance	\$67,975	\$1,200	\$0	Y
Randy Taylor	Maintenance	\$44,925	\$0	\$0	N

RE-EMPLOY:
SECRETARIES
2019-20

Approve to re-employ the following Secretaries for the 2019-2020 school year at the salaries listed (salaries to be adjusted when negotiations are complete) effective July 1, 2019 through June 30, 2020:

Name	Salary	Longevity	Degree	Tenured
Denise Allen	\$60,000	\$900	\$0	Y
Kimberly Burkentine	\$60,000	\$1,350	\$600	Y
Shari Chase	\$60,000	\$1,800	\$0	Y
Gerardette Doukali	\$47,920	\$0	\$600	N
Kimberly George	\$61,766	\$1,350	\$600	Y
Wendy Hankin	\$50,020	\$0	\$600	Y
Ammey Kennedy	\$54,600	\$450	\$0	Y

Susan Millard	\$60,000	\$1,350	\$600	Y
Barbara Miller	\$60,000	\$1,350	\$0	Y
Concetta Mooney	\$47,920	\$0	\$0	N
JoEmma Sauer	\$50,720	\$0	\$0	Y
Meredith Sobelman	\$50,720	\$0	\$0	Y

**RE-EMPLOY:
CONFIDENTIAL STAFF
2019-20**

Approve a contract and re-employ the following Confidential Staff for the 2019-2020 school year at the salaries listed (salaries to be adjusted when negotiations are complete) effective July 1, 2019 through June 30, 2020:

Name	Salary	Longevity	Degree
Teresa Cruice, Admin Asst to the Business Administrator	\$54,420	\$0	\$600
Suzanne DuBois, Admin Asst to the Superintendent	\$59,093	\$900	\$0
Diane Rottkamp, Admin Asst for Transportation/Maintenance	\$55,469	\$900	\$600
Katherine Sparks, Admin Asst to the Assistant Superintendent	\$58,367	\$0	\$600

**RE-EMPLOY:
D. PALMUCCI 2019-20**

Approve to re-employ Donald Palmucci, Student Assistance Coordinator (SAC), for the 2019-2020 school year on the Master's Guide at an annual salary of \$69,409 (salary to be adjusted when negotiations are complete), effective July 1, 2019 through June 30, 2020.

**RE-EMPLOY:
B. WYLIE 2019-20**

Approve to re-employ Brent Wylie, Athletic Trainer, for the 2019-2020 school year on the Bachelor's Guide at an annual salary of \$67,300 (salary to be adjusted when negotiations are complete), plus an athletic contractual stipend of \$3,588, effective July 1, 2019 through June 30, 2020.

**RE-EMPLOY:
TECHNOLOGY
TECHNICIANS 2019-20**

Approve to re-employ the following Technology Technicians for the 2019-2020 school year at the salaries listed (salaries to be adjusted when negotiations are complete), effective July 1, 2019 through June 30, 2020:

Name	Salary
Shaun Bailey	\$50,914
John Straub	\$54,950

TREASURER OF
SCHOOL MONIES:
J. WILLADSEN 2019-20

Approve to appoint John Willadsen as Treasurer of School Monies, for the 2019-2020 school year at an annual salary of \$5,800, effective July 1, 2019 through June 30, 2020.

RE-EMPLOY:
V. TAYLOR 2019-20

Approve to re-employ Vicki Taylor, Full-Time Receptionist, for the 2019-2020 school year at the rate of \$11.25 per hour (salary to be adjusted when negotiations are complete), eight (8) hours per day, five (5) days per week, effective July 1, 2019 through June 30, 2020.

RE-EMPLOY:
PARAPROFESSIONAL
AIDES 2019-20

Approve to re-employ the following list of Paraprofessional Aides for the 2019-2020 school year at the salaries listed (salaries to be adjusted when negotiations are complete) effective July 1, 2019 through June 30, 2020:

Name	Salary	Longevity	Degree
Theresa Bard	\$21,242	\$600	\$0
Antonia Belitsas	\$18,512	\$0	\$0
Uzma Bhatti	\$17,912	\$0	\$0
Rachel Black	\$18,312	\$0	\$0
Christina Bohn	\$17,912	\$0	\$325
June Boos	\$21,242	\$600	\$0
Darlene Briggs	\$17,912	\$0	\$325
Christine Brooks	\$19,812	\$0	\$325
Mary Caltabiano	\$21,242	\$300	\$0
Kathleen Chamberlain	\$21,242	\$0	\$325
Stephanie Chapman	\$21,242	\$900	\$325
Christine Craig	\$18,112	\$0	\$325
Lisa Darling	\$19,162	\$0	\$325
Bethany Dilks-DePew	\$18,512	\$0	\$325
Carol Dolbow	\$21,424	\$1,200 \$1,850 (Nurse)	\$325
Ivan Frampton	\$17,912	\$0	\$325
Diana Gary-Karr	\$21,242	\$0	\$325
Stacie Gorman	\$17,912	\$0	\$325
Sheryle Homan	\$21,242	\$900	\$0
Susan Hopely	\$21,242	\$600	\$0

Amber Hughes	\$18,112	\$0	\$325
Gayle Johnson	\$21,242	\$0	\$0
Nicolette Kuehnepfel	\$21,242	\$300	\$325
Stephanee LaCount	\$21,242	\$600	\$0
Natalie MacAllister	\$21,242	\$300	\$325
Adeline McLaughlin	\$18,312	\$0	\$325
Gail Miller	\$21,242	\$0	\$300
Stacey Minch	\$21,242	\$900	\$0
Carol Niblock	\$21,242	\$900	\$0
Eugenia Niblock	\$21,242	\$900	\$0
Michele Nolan-Westfield	\$21,242	\$600	\$325
Anna Sheets	\$17,912	\$0	\$325
Brooke Shoemaker	\$18,512	\$0	\$0
Lori Silver	\$18,312	\$0	\$325
Marion Sipple	\$21,242	\$300	\$0
Casey Slusher	\$21,242	\$600	\$0
Heather Smith	\$17,912	\$0	\$0
Kathryn Stafford	\$21,242	\$900	\$0
Kara Straughn	\$17,912	\$0	\$325
Roxanne Taylor	\$21,242	\$600	\$0
Katherine Van Tonder	\$17,912	\$0	\$325
Stephanie Wagner	\$19,812	\$0	\$325

RE-EMPLOY:
SUPERVISORS
2019-20

Approve to re-employ the following list of tenured Supervisors for the 2019-2020 school year at the salaries and steps listed effective July 1, 2019 through June 30, 2020:

Name	PASA Supervisor's Guide/Step	Salary	Longevity
Nancy Gibau	15	\$102,699	\$1,210

Marian Sennstrom	6	\$84,000	\$0
Jamison Thomas	10	\$96,670	\$1,210

**RE-EMPLOY:
ADMINISTRATORS
2019-20**

Approve to re-employ the following list of tenured and non-tenured Administrators for the 2019-2020 school year at the salaries and steps listed effective July 1, 2019 through June 30, 2020:

Name	PASA Guide/Step	Salary	Longevity	Tenured
Bobbie-Ann Fordham	EL/MS 9	\$108,450	\$1,760	Yes
Kyle Baker-Plale	VP 4	\$89,500	\$0	Yes
Steven Hindman	EL/MS 10	\$114,500	\$0	Yes
Mark Zoppina	EL/MS 8	\$105,150	\$1,210	Yes
Christina Collazo	EL/MS 7	\$103,500	\$0	No
Carolyn Carels	VP 11	\$104,600	\$1,485	Yes
Matthew McFarland	HS 9	\$118,650	\$1,485	Yes
Alicia Busillo	VP 8	\$96,620	\$0	Yes
Adam Slusher	VP 4	\$89,500	\$0	Yes

**RE-EMPLOY:
NON-TENURED
TEACHERS 2019-20**

Approve to re-employ the following list of non-tenured Teachers for the 2019-2020 school year at the salaries listed (salaries to be adjusted when negotiations are complete) effective July 1, 2019 through June 30, 2020:

Name	Guide	Salary
Patricia Applegate	Master's plus 30	\$54,535
Jeremy Atlas	Bachelor's	\$49,500
Kasandra Blaho	Master's	\$52,441
Eileen Brennan	Bachelor's	\$49,800
Judith Burnett	Master's	\$54,741
Wesley Carter	Bachelor's	\$79,734
Colleen Coleman	Master's	\$52,441

Anna DeCastro	Bachelor's	\$49,800
Valerie Dellerose	Bachelor's	\$50,100
Michelle Devlin	Bachelor's	\$50,100
Maoli Du	Master's	\$53,241
Kelsey Enright	Master's	\$52,141
Michael Entrekin	Master's	\$54,741
Derek Foglein	Bachelor's	\$49,500
Jana Golboro	Master's	\$52,441
Peter Golboro	Master's	\$52,441
Emma Hagerty	Master's	\$52,441
Christine Havrisko	Bachelor's	\$49,800
Rebecca Hood	Master's	\$59,541
Alison Hyland	Master's	\$61,541
Ashley Johnson	Bachelor's	\$49,800
Jacqueline Keane	Bachelor's plus 30	\$53,448
Jenny Klein	Bachelor's	\$49,800
Michael Longstreth	Bachelor's	\$49,800
Alexa Mastella	Master's	\$52,441
Melissa Meadows	Master's	\$57,841
Lindsey Myer	Master's	\$52,141
Christine Niblock	Master's	\$52,741
Brittany O'Shea	Master's	\$52,441
Lisa Piccioni	Master's plus 30	\$54,035
Renee Rafter	Master's	\$52,141
Tanya Rinnier	Bachelor's	\$70,400
Wilfredo Rodriguez	Master's	\$52,141
Gabrielle Rossi	Bachelor's	\$49,500
Jacquelyn Spears	Bachelor's	\$61,500

Alexa Wachowski	Bachelor's	\$49,800
Cara Yahrling	Master's	\$54,741

RE-EMPLOY:
TENURED TEACHERS
2019-20

Approve to re-employ the following list of tenured Teachers for the 2019-2020 school year at the salaries listed (salaries to be adjusted when negotiations are complete) effective July 1, 2019 through June 30, 2020:

Name	Guide	Salary
Justine Adams	Master's	\$54,741
Michael Adams	Bachelor's	\$53,600
Lisa Armstrong	Master's	\$56,241
Jessica Bakan	Master's	\$52,741
Sharon Ball	Bachelor's	\$70,400
Amy Baran	Bachelor's plus 30	\$51,448
Robert Belding	Doctorate	\$76,923
Rita Bennett	Doctorate	\$88,723
Lorraine Beyl	Bachelor's	\$50,100
Susan Bobjak	Bachelor's	\$82,200
Lauren Bowen	Bachelor's	\$52,100
Edward Bowman	Bachelor's	\$61,500
Laura Brickner	Master's	\$64,141
Julie Brown	Master's plus 30	\$59,135
Cherie Burns	Bachelor's	\$56,900
Susan Burstein	Master's	\$84,841
Candis Campbell	Bachelor's	\$52,100
Julie Carpenter	Master's	\$53,241
Melanie Carpenter	Master's plus 30	\$59,135
Diana Castiglione	Bachelor's	\$67,300
Cami Chambers	Bachelor's plus 30	\$56,548
Sarah Chapkowski	Master's	\$56,241

Jenifer Clayton	Master's	\$52,741
Darnell Coleman	Master's	\$52,741
Lisa Colna	Master's	\$84,841
Susan Conway	Bachelor's	\$82,200
John Cooksey	Bachelor's	\$82,200
Rachael Cowdrick	Master's	\$59,541
Brian Dalzell	Master's	\$52,741
Terry Davis	Master's	\$58,028
Michael DeFillippis	Bachelor's	\$50,100
Cathy DiAntonio	Bachelor's	\$50,100
Torri Dobson	Master's	\$57,841
Lisa Doran	Bachelor's	\$64,300
Kelly Dorsey	Bachelor's plus 30	\$58,248
Keith Dunkelberger	Master's plus 30	\$60,835
Anastasia Eckler	Bachelor's	\$50,100
Robin Efelis	Master's	\$59,541
Cara Engler	Master's	\$59,541
Joanne Ercoli	Bachelor's	\$82,200
Melanie Fairfield	Bachelor's	\$64,300
Stephanie Farmer	Master's	\$52,741
Frank Ferro	Bachelor's	\$50,600
Mary Fiordimondo	Master's	\$59,541
Colleen Fulmer	Master's	\$84,841
Brett Gemberling	Bachelor's	\$82,200
Michelle Getler	Bachelor's	\$50,100
Heather Graff	Master's	\$64,141
Jacqueline Graff	Master's	\$84,841
Gerald Grasso	Master's	\$84,841

Gregory Greenzweig	Bachelor's	\$82,200
Adam Griscom	Bachelor's	\$53,600
Cheryl Guglielmo	Master's	\$56,241
Ann Haeffner	Bachelor's	\$61,500
Patricia Hannum	Master's	\$84,841
Michael Healy	Bachelor's	\$50,100
Jacqueline Hemdani	Master's	\$84,841
Pamela Henderson	Bachelor's	\$50,100
Theresa Hengeli	Bachelor's	\$67,300
Howard Herrmann	Master's	\$84,841
Emily Higgins	Master's	\$54,741
Tammy Hildreth	Bachelor's	\$61,500
Shantia Hollis	Master's	\$52,441
Christine Hoopes-Ayares	Bachelor's	\$82,200
Martha Hovanec	Master's	\$84,841
Justin Hoyt	Bachelor's	\$56,900
Laurie Hyatt	Bachelor's	\$53,600
Beth Jackson	Master's	\$59,541
Danielle Khairzada	Master's	\$66,941
Susan Kibbe	Master's	\$66,941
Joseph Kille	Master's	\$56,241
Kathy Krough	Bachelor's	\$82,200
Daniel LaMont	Bachelor's plus 30	\$62,848
Gwendolyn LaPalomento	Master's	\$59,541
Maria LaTorre	Bachelor's	\$82,200
Christine Laughrey	Bachelor's	\$56,900
Kevin Lewis	Master's	\$53,241
Jenifer Mancine	Bachelor's	\$82,200

Laura Marks	Bachelor's	\$50,100
Christina Martin	Bachelor's plus 30	\$58,248
Matthew Martin	Bachelor's	\$50,100
Meghan Martin	Bachelor's	\$50,100
Christine Matylewicz	Bachelor's	\$82,200
Katelyn Maxwell	Bachelor's	\$49,800
Angela McCarthy	Master's	\$52,741
Pamela McClincy	Master's	\$57,841
Amber McCullough	Bachelor's	\$49,800
Megan McHenry	Bachelor's	\$56,900
Debra Meyer	Bachelor's	\$49,800
Christina MiCallef	Bachelor's	\$50,100
Jennifer Miller	Master's	\$64,141
Gary Minguez	Bachelor's	\$55,200
Michelle Mistichelli	Bachelor's	\$70,400
Beth Moulder	Bachelor's	\$50,100
Eric Mulford	Bachelor's	\$53,600
Lindsay Mulford	Master's	\$56,241
John Mulhern	Master's	\$64,141
Virginia Narolewski	Master's	\$64,141
Christina Neff	Master's	\$59,541
Erik Nelson	Bachelor's	\$55,200
Mary Nucifore	Bachelor's	\$50,100
Jamie O'Brien	Master's	\$54,741
Matthew O'Brien	Master's	\$59,541
John Oehler	Bachelor's	\$55,200
Kristina Oehler	Bachelor's	\$50,600
Dana Olcott	Bachelor's	\$52,100

Jennifer Palestini	Bachelor's plus 30	\$51,948
Joanna Parker	Master's	\$59,541
Jennifer DuBarry-Paul	Master's plus 30	\$57,535
Kim Peccini	Master's	\$52,441
Michelle Pedrick	Bachelor's	\$82,200
Maria Petro	Bachelor's	\$82,200
Mathew Plale	Master's	\$52,441
Melanie Polk	Bachelor's	\$61,500
Lisa Powers	Bachelor's	\$82,200
Colleen Press	Bachelor's plus 30	\$58,248
Monika Puitz	Master's	\$54,741
Laura Quan	Master's plus 30	\$60,835
Nicholas Ramos	Bachelor's	\$53,600
Joseph Reilley	Master's	\$64,141
Colleen Reilly	Bachelor's	\$82,200
Katherine Reilly	Bachelor's	\$53,600
Jennifer Reiter	Bachelor's	\$61,500
Candelle Richman	Bachelor's plus 30	\$58,248
Frances Riley	Bachelor's	\$82,200
Alyssa Robishaw	Master's	\$56,241
Dion Romolini	Bachelor's	\$53,600
Courtney Rousak	Bachelor's	\$50,600
Jill Schoenberg	Master's	\$59,541
Julia Scioli	Bachelor's	\$52,100
Ashley Serfass	Master's	\$52,741
Patricia Shields	Master's	\$84,841
Geoffrey Shute	Bachelor's	\$64,300
Cynthia Silver	Master's	\$84,841

Justin Simmons	Bachelor's	\$50,600
Cathy Smith	Master's	\$57,841
Tracey Sokos	Master's	\$84,841
Jennifer Spears	Bachelor's plus 30	\$68,648
Regina Strzalkowska	Bachelor's plus 30	\$83,548
Julie Tunncliffe	Bachelor's	\$56,900
Tracy Turner	Bachelor's	\$82,200
Wendy Van Gemert	Bachelor's	\$64,300
Jessica Veale	Bachelor's	\$50,100
Gloria Walters	Bachelor's	\$56,900
Linda Wardell	Master's plus 30	\$86,135
Nicole Warrington	Master's	\$57,841
Susan Weaver	Master's	\$84,841
Jennifer Webb	Bachelor's plus 30	\$68,648
Pamela Wheatley	Bachelor's	\$82,200
Jared Williams	Master's	\$59,541
Ryan Wood	Bachelor's	\$61,500

**RE-EMPLOY: LUNCH
AIDES 2019-20**

Approve to re-employ the following Lunch Aides for the 2019-2020 school year, at the rate of \$9.25 per hour (salary to be adjusted when negotiations are complete) worked:

Valley Park

- Kathleen Boyce (3.25 hours)
- Lynn Hall (3.25 hours)
- Adisa Manning (3.25 hours)
- Alinda Rader (3.25 hours)
- Candis Reeves-Lawrence (3.25 hours)
- Jennifer Sebell (3.25 hours)
- Autumn Todd (3.25 hours)

Central Park

- Kathleen Hernandez (2 hours)
- Jenny Williams (2 hours)

Penn Beach

- Amy Deans (2 hours)

- Vonnie Kite (2 hours)
- Jill Stec (2 hours)

Pennsville Middle School

- Marlene Brubaker (2.5 hours)

RE-EMPLOY:
F. RIVERA 2019-20

Approve to re-employ Felix Rivera as Long Term Spanish Teacher at the Pennsville Middle School for the 2019-2020 school year on the Bachelor's Guide at an annual salary of \$49,500 (salary to be adjusted when negotiations are complete), effective July 1, 2019 through June 30, 2020. Upon receipt of New Jersey Department of Education certification, Mr. Rivera is to be placed on Step 5 of the Bachelor's Guide at an annual salary of \$50,100 (salary to be adjusted when negotiations are complete).

TRANSFER:
D. COLEMAN 2019-20

Approve the transfer of Darnell Coleman, Science Teacher at the Pennsville Memorial High School, to Science Teacher at the Pennsville Middle School for the 2019-2020 school year effective September 1, 2019 through June 30, 2020.

EMPLOY: H. DELANEY
2019-20

Approve to employ Heather DeLaney as Biology Teacher at the Pennsville Memorial High School for the 2019-2020 school year on Step 7 of the Bachelor's Guide at an annual salary of \$53,600 (salary to be adjusted when negotiations are complete), effective September 1, 2019 through June 30, 2020.

LONG-TERM
SUBSTITUTE:
K. RODRIGUEZ
2019-20

Approve the following substitute teacher, who is State of New Jersey certified, as a long-term substitute at the rate of \$85.00 per day worked, for the effective dates and placement listed below:

- Kristen Rodriguez (May 15, 2019 thru June 30, 2019) ~ Central Park Elementary School

JOB DESCRIPTION:
PAYROLL & BENEFITS

Approve the following attached job description and post and advertise per the negotiated agreement, if necessary: (Attachment "A")

- Payroll and Benefits Administrative Assistant

DONATION: LOWES
TO PENN BEACH

Accept a donation from Lowes to Penn Beach School for the Lowe's STEM Grant, valued at \$5,000.00.

Mr. Nugent seconded the motion. Voting in favor of the motion were Messrs. Acton, Hassler, Mason, Nugent, Thomas, Mrs. Cook, Mrs. Staffieri-Morris and Mrs. Taylor. Total 8. Mr. Chambers voted in favor of the motion but abstained from voting on 05-13-12NB, 05-13-14NB, 05-13-16NB and 05-13-23NB. Motion carried.

SUPERINTENDENT'S
COMMENTS

Dr. Brodzik briefly reviewed the board goals. Discussion occurred regarding how to proceed with facilitating these goals.

BOARD MEMBER
REPORTS

Mr. Hassler recently attended the Pennsville Recreation Department meeting and the traveling Vietnam wall is still scheduled to be on display in the Riverview Beach Park from September 25-September 30, 2019.

Mrs. Taylor announced a community event being held at the Pennsville

Riverview Beach Park on June 9, 2019.

Mr. Mason praised Mr. Slusher, Mr. Healy and Mr. Simmons for their outstanding job coordinating the Salem County track meet.

Mr. Chambers reminded everyone of the May 15, 2019 Salem County Boards meeting to be held at the Riverview and to also review the Superintendent's evaluation. He also recognized a Pennsville student who recently finished basic training.

PUBLIC COMMENTS

There were no public comments.

HIB CASE REPORT

On recommendation of the Superintendent, Mr. Mason moved the board affirm the findings and conclusions of the Case Report. Mr. Thomas seconded the motion which was unanimously approved on roll call vote.

CLOSED SESSION

Mr. Chambers read the following RESOLUTION and Mr. Thomas moved for adoption:

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances.

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session; now therefore,

BE IT RESOLVED by the Pennsville Board of Education, that it is necessary to meet in executive session to discuss certain items involving:

Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:

FURTHER RESOLVED that the Board of Education will return to open session to conduct business at the conclusion of the executive session.

Mr. Acton seconded the motion which was unanimously approved on voice vote.

MR. NUGENT
EXITED THE MTG.

Mr. Nugent exited the meeting at 6:45 pm.

RECESSED

Meeting recessed at 6:45 pm.

RECONVENED

Meeting reconvened at 7:14 pm.

HIB CASE REPORT

On recommendation of the Superintendent, Mr. Hassler moved the board affirm the findings and conclusions of Case Report 05-13-MS6 and denied the parental appeal. Mr. Acton seconded the motion which was unanimously approved on roll call vote.

ADJOURNMENT

Mr. Thomas moved the meeting be adjourned. Mr. Hassler seconded the motion which was unanimously approved on voice vote.

Meeting adjourned at 7:15 pm.

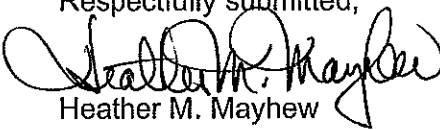
May 13, 2019

109

MATERIALS
AVAILABLE FOR
REVIEW

The following materials were available for public review at this meeting:
Agenda.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Heather M. Mayhew". The signature is fluid and cursive, with the first name being the most prominent.

Heather M. Mayhew
Board Secretary

PENNSVILLE BOARD OF EDUCATION
JOB DESCRIPTION

TITLE: PAYROLL AND BENEFITS ADMINISTRATIVE ASSISTANT

OVERALL GOAL: To provide efficient payroll and personnel information services for the school district and maintain control over employee confidential information as it relates to payroll.

REPORTS TO: School Business Administrator

QUALIFICATIONS:

1. Bachelor's Degree in Accounting or Business Administration preferred.
2. Knowledge and/or experience in school business office procedures.
3. Knowledge and/or experience in payroll preparation and processing.
4. Computer literacy and familiarity with google.
5. Secretarial skills, i.e., filing, personnel interaction

SUPERVISES: No supervisory responsibilities

DUTIES AND RESPONSIBILITIES:

1. Shall prepare and process district wide semi-monthly payroll and issue checks/direct deposit, including overtime, extra duty, and retroactive pay for regular and substitute employees ensuring accuracy and reconciling any discrepancies.
2. Shall help prepare and process required monthly, quarterly, and annual payroll tax returns.
3. Shall complete and distribute year-end W-2 forms, 1095 forms, and prepare transmittal forms/information to the appropriate tax agencies.
4. Shall maintain record of payroll agency account transaction, including mandatory and voluntary payroll deduction and prepare the appropriate reporting and remittance of funds.
5. Shall post semi-monthly payrolls to the General and Agency accounting records.
6. Shall prepare appropriate enrollment forms to PERS and TPAF pension systems.
7. Shall prepare monthly and quarterly pension report of contributions.

8. Shall process applications and certification/withdrawals to PERS and TPAF pension funds.
9. Shall prepare and transmit, via the Department of Education software, the request for TPAF/Social Security reimbursement.
10. Coordinates open enrollment for all employees.
11. Shall update employee personnel database, as it relates to payroll.
12. Perform other duties as assigned by the School Business Administrator and/or Superintendent of Schools.

TERMS OF EMPLOYMENT: 12 Month

EVALUATION: Annually by the School Business Administrator and in accordance with Board of Education Policy.

SALARY: Salary to be determined by experience and expertise.