

MEETING CALLED
TO ORDER

The regular meeting of the Pennsville Board of Education was called to order at 6:01 pm on Monday, October 29, 2018 by Mr. Chambers.

ROLL CALL

Board members present were Messrs. Acton, Hassler, Lang, Mason, Nugent, Thomas, Mrs. Cook, Mrs. Staffieri-Morris and Mr. Chambers. Also present were Dr. Brodzik, Mr. Davidson, Ms. Ficke 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 9, 2018.

COMMUNICATIONS

Mr. Davidson stated that a copy of the NCLB Title I Audit was attached to the agenda. A corrective action plan will be presented at the November board meeting. (Attachment "A")

APPROVE MINUTES
9/17/18 & 9/24/18

Mr. Mason moved the board approve the minutes of the regular and closed session meetings on September 17, 2018 and September 24, 2018. Mr. Hassler seconded the motion. Voting in favor of the motion was Messrs. Acton, Hassler, Mason, Nugent, Thomas, Mrs. Cook, Mrs. Staffieri-Morris and Mr. Chambers. Total 8. Mr. Lang voted in favor of the regular and closed session meeting on September 17, 2018 but abstained from voting on the regular and closed session meeting minutes on September 24, 2018. Motion carried.

STUDENT ARTISTS
OF THE MONTH

Mrs. Baker-Plale announced a fall themed concert to be led by Mr. Nelson on October 30, 2018.

PRE-K UPDATE

Mrs. Ficke gave an update on the Pre-K expansion at Valley Park.

FIRE & SECURITY
DRILL REPORTS

Dr. Brodzik requested approval of the September 2018 Fire and Security Drills. Mr. Mason moved approval be granted. Mr. Thomas seconded the motion. Voting in favor of the motion was Messrs. Acton, Hassler, Lang, Mason, Nugent, Thomas, Mrs. Cook, Mrs. Staffieri-Morris and Mr. Chambers. Total 9. Motion carried.

Mr. Chambers stated that the following block of Superintendent resolutions will be considered with a roll call vote: 1SP-19SP. He asked if any board member had a resolution for withdrawal from the block to be voted on separately. No one did.

On recommendation of the Superintendent, Mrs. Staffieri-Morris moved the board:

FIELD TRIPS

Approve the following Field Trips:

FMLA LOA

- February 19, 2019, February 20, 2019, (snow date February 21, 2019) 75 Students and 2 Adults
- March 2, 2019, for 12 Students and 2 Adults
- November 11, 2018, for 10 Students and 1 Adult
- November 01, 2018, for 20 Students and 6 Adults
- December 20, 2018, for 75 Students and 6 Adults
- December 08, 2018, for 40 Students and 6 Adults
- Approve the Paid FMLA Leave of Absence for Rachel Black, Para at Central Park School for the **adjusted** dates of 10/12/2018-10/23/2018, and Unpaid FMLA/NJFLA from 10/24/2018-01/17/2019. Return date 01/18/2019. FMLA not to exceed 60 days.
- Approve the Extended NJFLI/ Unpaid Leave of Absence for Lisa Armstrong, Teacher at the Middle School from January 02, 2019, until June 30, 2019 to return on September 01, 2019.
- Approve the adjusted dates Paid/Unpaid FMLA Leave of Absence for Antonia Belitsas, Para at Pennsville Middle School for the approximate dates Paid FMLA 11/06/2018-12/11/2018. Unpaid FMLA from approximately 12/12/2018-02/13/2018, not to exceed 60 days.
- Approve the extended Paid leave of absence for Wade Whitehead from 09/01/2018 until 10/26/2018, Unpaid Leave from 10/29/2018 until 11/01/2018.
- Approve the Paid FMLA Leave of Absence for Marion Sipple, Paraprofessional for Penn Beach School for the dates of 11/16/2018-01/04/2019, not to exceed 60 days.
- Approve the Paid Intermittent/Full FMLA Leave of Absence for Maria LaTorre, Teacher at Pennsville Middle School for the dates of 10/23/2018-11/09/2018, not to exceed 60 days.
- Approve the Intermittent FMLA Leave of Absence for Mark Zoppina, Principal at Penn Beach School for the dates of 07/01/2018-06/30/2019, not to exceed 60 days.
- Approve retroactively, the Paid FMLA for Stephanie Chapman, Para for Penn Beach School for the dates of 09/01/2018-10/17/2018, not to exceed 60 days. Originally Board Approved the end of June-her FMLA had to be rescheduled.

WORKSHOPS

Approve the following workshops, meals plus mileage not to exceed the state travel reimbursement requirements set forth by the Department of Treasury:

- A. Jana Golboro, Social Worker to attend the CBT for Anxiety Workshop to be held on December 10-12, 2018 in Philadelphia,

Pennsylvania with a registration fee of \$900.

- B. Peter Golboro, Social Worker to attend the CBT for Anxiety Workshop to be held on December 10-12, 2018 in Philadelphia, Pennsylvania with a registration fee of \$900..
- C. Cathy DiAntonio, Teacher at the Pennsville Middle School to attend the Executive Functions Skills Workshop to be held November 19, 2018, in Cherry Hill, New Jersey with a registration fee of \$259.
- D. Jessica Veale, Teacher at Pennsville Middle School to attend the Executive Functions Skills Workshop to be held November 19, 2018, in Cherry Hill, New Jersey with a registration fee of \$259.
- E. Michelle Mistichelli, Nurse at the Pennsville Middle School to attend the School Nurse: Best Practices for Addressing Mental Health Issues to be held on December 4, 2018, in Frazer, Pennsylvania with a registration fee of \$259 including additional expenses not to exceed \$273.02.
- F. Brett Gemberling, Nurse at the Pennsville High School to attend the School Nurse: Best Practices for Addressing Mental Health Issues to be held on December 4, 2018, in Frazer, Pennsylvania with a registration fee of \$259 including additional expenses not to exceed \$285.70.
- G. Jennifer Webb, Nurse at the Pennsville High School to attend the School Nurse: Best Practices for Addressing Mental Health Issues to be held on December 4, 2018, in Frazer, Pennsylvania with a registration fee of \$259.
- H. Steve Hindman, Principal at Central Park School to attend the Link It Academy to be held on December 11, 2018, at Camden County College with a registration fee of \$175.
- I. Pamela Henderson, Teacher at Central Park School to attend the New Jersey Assoc.of School Librarians Conference to be held December 2-4, 2018, in Long Branch, New Jersey with a registration fee of \$175 including additional expenses not to exceed \$505.

HOMEBOUND INSTRUCTION

Approve homebound instruction for the following students:

- SID #8639013561
- Place: Online
- Grade: 10
- Dates start and end: 09/10/2018-to be determined
- Instructors: Educere
- Per Course: \$29.00 per week
- Courses 5.5 eng/math/ss/sci/world lang/health

October 29, 2018

- SID # 9789255031
 - Place: Online
 - Grade: 10
 - Dates start and end: 09/18/2018-to be determined
 - Instructors: Educere
 - Per Course: \$29.00 per week
 - Courses 5 eng/math/ss/sci/world lang
-
- SID #9807874895
 - Place: Online
 - Grade: 11
 - Dates start and end: 09/27/2018-10/09/2018
 - Instructors: Educere
 - Per Course: \$29.00 per week
 - Courses 5 eng/math/ss/sci/world lang
-
- SID #8070945043
 - Place: Students Residence
 - Grade: K
 - Dates start and end: 10/09/2018- to be determined
 - Instructors: Christina Micallef
 - Rate of: \$31.15 per hour
 - Hours: not to exceed 10 hours per week

PMHS ONLINE
COURSE-EDUCERE
PRE-CALCULUS

Approve the following students to take an Online Course of Precalculus with Educere at a rate of \$29. Per course per week for the dates of 09/10/2018-10/22/2018.

SID# 3049017534	Grade 11
SID# 6917734541	Grade 11
SID# 8098529989	Grade 11
SID# 9578708902	Grade 11
SID# 9818445892	Grade 11
SID# 1494304007	Grade 11
SID# 8606063412	Grade 11
SID# 6879766700	Grade 11
SID# 9977297190	Grade 11
SID# 3080323471	Grade 11
SID# 5609760249	Grade 11
SID# 5915322966	Grade 11
SID# 5983759447	Grade 11
SID# 4702652136	Grade 11
SID# 3802108684	Grade 11

PMHS EARLY
GRADUATION
REQUEST

Approve the early graduation request of PMHS student SID# 7467595123 and her guardian along with approval from CST, to graduate in her junior year according to the requirements outlined in Policy 6146R. Early graduation will be pending her successful completion of a graduation requirements outlined in Board Policy 6146 and 6146R. (Attachment "B")

RETIREMENT:

Approve with regret the retirement of Mary-Ann Manzelmann,

October 29, 2018

M. MANZELMANN

Paraprofessional at the Pennsville Memorial High School, effective January 1, 2019. Inherent in this motion is to post and advertise per the negotiated agreement, if necessary.

RESIGNATION:
R. HUNT

Approve with regret the resignation of Rachel Hunt, Spanish Teacher and Sophomore Class Advisor at the Pennsville Memorial High School, effective December 10, 2018. These positions have been posted and advertised per the negotiated agreement as anticipated openings.

SUBSTITUTE
SECRETARY:
T. BURKENTINE

Approve the following individual, who has criminal history approval, to the Substitute Secretary list for the 2018-2019 school year at the rate of \$77.50 per day worked:

- Taylor Burkentine

SUBSTITUTE LUNCH
AIDE: T. BURKENTINE

Approve Taylor Burkentine, who has criminal history approval, as a Substitute Lunch Aide for the 2018-2019 school year at the rate of \$9.25 per hour worked.

RCGC STUDENTS:
M. RUSSYKEVIZC
M. FREAS

Approve Rowan College at Gloucester County students Mason Russeykevizc and Mackenzie Freas to perform their 10-hour observation field experience in the Pennsville School District. Mason Russeykevizc will be performing his field experience under the direction of Patricia Hannum at the Penn Beach Elementary School, and Mackenzie Freas will be performing her field experience under the direction of Julie Wyshinski at the Valley Park Elementary School.

LONGEVITY
STIPENDS

Approve the following contractual longevity stipends:

- Mary Caltabiano ~ Paraprofessional at VP ~ \$300 ~ retroactive to October 15, 2018
- Nicolette Kuehnepfel ~ Paraprofessional at VP ~ \$300 ~ effective November 1, 2018
- Stephanie LaCount ~ Paraprofessional at MS ~ \$300 ~ effective November 1, 2018

JOB DESCRIPTIONS

Approve the following attached job descriptions and post and advertise per the negotiated agreement, if necessary. (Attachment "C")

- Community and Parent Involvement Specialist (CPIS)
- Groundskeeper/Maintenance

GIRLS BASKETBALL
ASST. COACH:
L. DORAN

Approve the following coach at the contractual stipend listed for the 2018-2019 school year:

SPORT	HEAD/ASST. COACH	STIPEND
Girls' Basketball	Lisa Doran, Asst. Coach	\$3,890

EVENT GAME
PERSONNEL:

Approve the following event game personnel for the 2018-2019 school year:

October 29, 2018

FOOTBALL
VIDEOGRAPHER

Football Videographer (\$45/per event)	Mackenzie Rieger
Football Videographer (\$45/per event)	Cameron Wiggins

SCHEDULE "C"
EXTRA-CURRICULAR
STIPENDS:
HS GAME CLUB
CP YOGA CLUB
CP WALKING CLUB
CP BRD. GAME CLUB
CP KIDS
YOGA/MINDFULNESS
CLUB

Approve the following individuals to Schedule "C" Extra-Curricular positions at the contractual stipends listed, as per the negotiated agreement for the 2018-2019 school year:

Brian Dalzell	HS Game Club (Fall Season)	\$423
Brian Dalzell	HS Game Club (Spring Season)	\$423
Mary Lou Short	CP Yoga Club	\$423
Cheryl Guglielmo	CP Walking Club	\$423
Ashley Serfass	CP Board Game Club	\$423
Lisa Powers	CP Kids Yoga/Mindfulness Club	\$423

STUDENT ESCORT
PROGRAM
PERSONNEL: VP & PB

Approve the following personnel for the Student Escort Program for the 2018-2019 school year to be compensated at the per diem hourly overtime rate for paraprofessional aide staff:

Valley Park Elementary School

- Lisa Darling
- Gayle Johnson

Penn Beach Elementary School

- Stephanie Wagner (substitute)

RESCIND LONG-TERM
SUB.: W. GARDNER

Approve to rescind the long-term substitute assignment, which was previously approved on June 18, 2018, to Warren Gardner for the period of September 1, 2018 through December 20, 2018, effective immediately.

PB AFTER SCHOOL
RESTORATIVE
PRACTICES
PROGRAM

Approve the Penn Beach After School Restorative Practices program and to post for two (2) certified staff members to provide counseling services for students after school not to exceed two (2) hours per week, on an as needed basis. Certified staff will be compensated at the contractual rate of \$31.15 per hour worked.

Mr. Acton seconded the motion. Voting in favor of the motion were Messrs. Acton, Hassler, Lang, Mason, Nugent, Thomas, Mrs. Cook, and Mrs. Staffieri-Morris and Mr. Chambers. Total 9. Motion carried.

Mr. Chambers stated that the following block of Business Administrator resolutions will be considered with a roll call vote: 1BA-13BA. He asked if any board member had a resolution for withdrawal from the block to be

voted on separately. No one did. Mr. Nugent noted he will abstain from voting on check #100409 contained in resolution 10-29-1BA. Mr. Chambers noted he will abstain from voting on check #100468 and 100551 contained in resolution 10-29-1BA.

On recommendation of the Superintendent, Mrs. Staffieri-Morris moved the board:

- | | |
|---------------------------------|---|
| 10/18 GF INVOICES | Approve the payment of October 2018 General Fund Invoices in the amount of \$1,205,736.95 which have been properly signed. (Att. "D") |
| 9/18 PAYROLL & HW
CHECK LIST | Approve the payment of the September 2018 Payroll and Handwritten Check List for a total of \$1,687,051.81 which has been properly signed. (Attachment "E") |
| DISTRICT TAXES | Approve and adopt the following RESOLUTION concerning Requisition for Taxes: |

RESOLUTION

RESOLVED, that the amount of district taxes, exclusive of debt service requirements, needed to meet the obligations of the Pennsville Board of Education for the next eight (8) weeks is \$3,506,759.00, and that Pennsville Township is hereby requested to place in the hands of the Custodian of School Moneys that amount within the next thirty days in accordance with the statutes relating thereto.

- | | |
|---------------------------------------|--|
| EDUCATIONAL
FOUNDATION
DONATION | Accept the following donations from the Educational Foundation of Pennsville Public School District: |
|---------------------------------------|--|

2018-2019 Valley Park Library Fund - \$1,500.00
2018-2019 Central Park Library Fund - \$1,500.00
2018-2019 Penn Beach Library Fund - \$1,500.00

- | | |
|--|---|
| NAMI-USE OF
FACILITY | Approve National Alliance on Mental Illness for facility use privileges for the 2018-2019 school year as a (E.) community organization formed for charitable, civic, or educational purposes under board policy 1330. (Attachment "F") |
| NAMI-USE OF
FACILITY WAIVING OF
FEES | Approve the waiving of all facility use charges for the 2018-2019 school year during normal operating hours for the National Alliance on Mental Illness organization, as a Civic Organization under board policy 1330. |
| HAILEY JANE DANCE
CENTER-USE OF
FACILITY | Approve Hailey Jane Dance Center for facility use privileges for the 2018-2019 school year. Use is limited to the Pennsville Memorial High School auditorium at a rate of \$300.00 daily, classrooms at a rate of \$50.00 daily and additional personnel charges if needed. |
| DANCE
EXPRESSIONS-USE
OF FACILITY | Approve Dance Expressions for facility use privileges for the 2018-2019 school year. Use is limited to the Pennsville Memorial High School auditorium at a rate of \$300.00 daily, classrooms at a rate of \$50.00 daily and additional personnel charges if needed. |

October 29, 2018

ALL STAR DANCE-USE OF FACILITY	Approve All Star Dance for facility use privileges for the 2018-2019 school year. Use is limited to the Pennsville Memorial High School auditorium at a rate of \$300.00 daily, classrooms at a rate of \$50.00 daily and additional personnel charges if needed.																																																						
SALE-200+ IPAD 3'S	Approve the sale of 200 plus iPad 3's for the amount of \$60.00 each to Pennsville School District students and staff. Additional miscellaneous equipment such as keyboards, stands, and iPad covers will also be sold at a cost of \$5.00-\$15.00 per item.																																																						
CLARKE SCHOOLS	Approve a contract with Clarke Schools for Hearing and Speech of Bryn Mawr, Pennsylvania, for the provision of related services for the 2018-2019 school year at a cost not to exceed \$29,000.00.																																																						
2018-19 OOD TUITION	Approve the following outgoing tuition students for the 2018-2019 school year: <table> <tr> <td>School:</td><td>Penns Grove-Carneys Point Board of Education</td></tr> <tr> <td>SID #:</td><td>8202576547</td></tr> <tr> <td>Grade:</td><td>11</td></tr> <tr> <td>Dates:</td><td>September 6, 2018 - June 17, 2019</td></tr> <tr> <td>Tuition:</td><td>\$17,171.00/\$95.39 per diem</td></tr> <tr> <td>School:</td><td>Penns Grove-Carneys Point Board of Education</td></tr> <tr> <td>SID #:</td><td>6149485455</td></tr> <tr> <td>Grade:</td><td>12</td></tr> <tr> <td>Dates:</td><td>July 9, 2018 - August 3, 2018</td></tr> <tr> <td>ESY Tuition:</td><td>\$2,000.00/\$125.00 per diem</td></tr> <tr> <td>Dates:</td><td>September 6, 2018 - June 17, 2019</td></tr> <tr> <td>Tuition:</td><td>\$20,921.00/\$116.22 per diem</td></tr> <tr> <td>School:</td><td>Gloucester County Special Services School District Bankbridge</td></tr> <tr> <td>SID #:</td><td>3289179580</td></tr> <tr> <td>Grade:</td><td>5</td></tr> <tr> <td>Dates:</td><td>September 6, 2018 - June 30, 2019</td></tr> <tr> <td>Tuition:</td><td>\$38,700.00/\$215.00 per diem</td></tr> <tr> <td>1:1 Aide:</td><td>\$40,760.00/\$226.44 per diem</td></tr> <tr> <td>OOB Fee:</td><td>\$3,000.00</td></tr> <tr> <td>School:</td><td>Gloucester County Special Services School District Bankbridge</td></tr> <tr> <td>SID #:</td><td>1749140747</td></tr> <tr> <td>Grade:</td><td>2</td></tr> <tr> <td>Dates:</td><td>September 6, 2018 - June 30, 2019</td></tr> <tr> <td>Tuition:</td><td>\$38,700.00/\$215.00 per diem</td></tr> <tr> <td>1:1 Aide:</td><td>\$40,760.00/\$226.44 per diem</td></tr> <tr> <td>OOB Fee:</td><td>\$3,000.00</td></tr> <tr> <td>School:</td><td>Gloucester County Special Services School District Bankbridge</td></tr> </table>	School:	Penns Grove-Carneys Point Board of Education	SID #:	8202576547	Grade:	11	Dates:	September 6, 2018 - June 17, 2019	Tuition:	\$17,171.00/\$95.39 per diem	School:	Penns Grove-Carneys Point Board of Education	SID #:	6149485455	Grade:	12	Dates:	July 9, 2018 - August 3, 2018	ESY Tuition:	\$2,000.00/\$125.00 per diem	Dates:	September 6, 2018 - June 17, 2019	Tuition:	\$20,921.00/\$116.22 per diem	School:	Gloucester County Special Services School District Bankbridge	SID #:	3289179580	Grade:	5	Dates:	September 6, 2018 - June 30, 2019	Tuition:	\$38,700.00/\$215.00 per diem	1:1 Aide:	\$40,760.00/\$226.44 per diem	OOB Fee:	\$3,000.00	School:	Gloucester County Special Services School District Bankbridge	SID #:	1749140747	Grade:	2	Dates:	September 6, 2018 - June 30, 2019	Tuition:	\$38,700.00/\$215.00 per diem	1:1 Aide:	\$40,760.00/\$226.44 per diem	OOB Fee:	\$3,000.00	School:	Gloucester County Special Services School District Bankbridge
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SID #: 2260970348
 Grade: Preschool
 Dates: September 6, 2018 - June 30, 2019
 Tuition: \$42,390.00/\$235.50 per diem
 1:1 Aide: \$40,760.00/\$226.44 per diem
 OOC Fee: \$3,000.00

School: Gloucester County Special Services School District
 Bankbridge
 SID #: 6605944295
 Grade: 5
 Dates: September 6, 2018 - June 30, 2019
 Tuition: \$40,540.00/\$225.22 per diem
 OOC Fee: \$3,000.00

School: Gloucester County Special Services School District
 Bankbridge Elementary
 SID #: 1787237791
 Grade: 3
 Dates: September 6, 2018 - June 30, 2019
 Tuition: \$38,700.00/\$215.00 per diem
 OOC Fee: \$3,000.00

School: Gloucester County Special Services School District
 Bankbridge
 SID #: 7489543396
 Grade: 9
 Dates: September 6, 2018 - June 30, 2019
 Tuition: \$38,700.00/\$215.00 per diem
 OOC Fee: \$3,000.00

School: Gloucester County Special Services School District
 Bankbridge
 SID #: 5922335731
 Grade: 4
 Dates: September 6, 2018 - June 30, 2019
 Tuition: \$40,540.00/\$225.22 per diem
 OOC Fee: \$3,000.00

School: Gloucester County Special Services School District
 Bankbridge
 SID #: 4973939589
 Grade: 2
 Dates: September 6, 2018 - June 30, 2019
 Tuition: \$40,540.00/\$225.22 per diem
 OOC Fee: \$3,000.00

2018-19 INCOMING TUITION

Approve the following incoming tuition student for the 2018-2019 school year:

Sending District: Penns Grove-Carneys Point Board of Education

October 29, 2018

School: Pennsville Memorial High School
 SID #: 2574597648
 Grade: 12
 Effective Dates: September 6, 2018 - June 30, 2019
 Tuition: \$16,494.00/\$91.63 per diem

Mr. Mason seconded the motion. Voting in favor of the motion were Messrs. Acton, Hassler, Lang, Mason, Thomas, Mrs. Cook and Mrs. Staffieri-Morris. Total 7. Mr. Nugent voted in favor of the motion but abstained from voting on check #100409 contained in resolution 10-29-1BA. Mr. Chambers voted in favor of the motion but abstained from voting on check #100468 and 100551 contained in resolution 10-29-1BA. Motion carried.

Mr. Chambers stated that the following block of New Business resolutions will be considered with a roll call vote: 1NB-24NB. 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 on voting on 10-29-3NB. Mr. Lang noted he will abstain from voting on 10-29-14NB, 10-29-19NB, 10-29-20NB and 10-29-23NB.

On recommendation of the Superintendent, Mr. Hassler moved the board:

SUCCESS FOR ALL FOUNDATION

Approve the attached contract for professional services with the Success for All Foundation, Inc. of Baltimore, Maryland for the provision of educational programs, materials and/or services relating to the preschool Curiosity Corner curriculum for a three year period as follows: (Att. "G")

Year One (2018-2019 school year)

Professional Development	\$12,500.00
Online Resource License Fee	\$700.00
SFA Program Materials/Shipping	\$19,222.50
Total Year One Program Fee	\$32,422.50

Year Two (2019-2020 school year)

Professional Development	\$5,000.00
Online Resource License Fee	\$700.00
Total Year Two Program Fee	\$5,700.00

Year Three (2020-2021 school year)

Professional Development	\$5,000.00
Online Resource License Fee	\$700.00
Total Year Two Program Fee	\$5,700.00

Total Three Year Services for Valley Park \$43,822.50

FMLA LOA

Approve the following FMLA Leaves of Absence:

- A. Approve the Paid FMLA Leave for Steve Tyson, the Pennsville Groundskeeper to be used from 10/29/2018 to 11/09/2018 not to exceed 60 days.

- B. Approve the Paid FMLA Leave for Geoffrey Shute, Teacher at the Pennsville High School to be used from 10/30/2018 to 11/06/2018 not to exceed 60 days.
- C. Approve the Paid Intermittent FMLA/NJFLA Leave for Laurie Hyatt, Teacher at Valley Park School from 09/01/2018-06/30/2019, not to exceed 60 days.
- D. Approve the Paid/Unpaid Intermittent and Full FMLA/NJFLA Leave for Amy Baran, Teacher at the Pennsville High School to be used from 09/01/2018 to 06/30/2019 not to exceed 60 days. Paid Full FMLA for 11/01/2018-01/10/2019. Unpaid FMLA/NJFLA from 01/11/2019-02/01/2019.
- E. Approve the adjusted dates for Cara Engler, Teacher at Penn Beach School Paid FMLA from 10/15/2018-01/23/2019, Unpaid NJLFI leave from 01/24/2019-03/06/2019 to return on 03/07/2019.

TRANS. BID #B0119

Approve the below routes from November 1, 2018 through June 30, 2019 for Transportation Bid #B0119 (Extended Day Program Routes):

2119 Middle Sch. Ext. Day Prog. Route Home
\$185.00 per diem \$1.50 per mile inc./dec.

2219 Penn Beach Sch. Ext. Day Prog. Rt. Home
\$125.00 per diem \$1.50 per mile inc./dec.

2319a Central Park Sch. Ext. Day Prog. Rt. Home
\$140.00 per diem \$1.50 per mile inc./dec.

2319b Central Park Sch. Ext. Day Prog. Rt. Home
\$125.00 per diem \$1.50 per mile inc./dec.

HOMEBOUND
INSTRUCTION

Approve homebound instruction for the following students:

- SID #6295311476
- Place: Residence
- Grade: 09
- Dates start and end: 10/17/18-pending placement
- Instructors: Rebecca Hood
- Per Course: \$31.15 per hour
- Not to exceed 10 hours per week

2018-19 OUTGOING
TUITION

Approve the following outgoing tuition students for the 2018-2019 school year:

School: Mannington Board of Education
SID #: 4669548165
Grade: K
Dates: September 1, 2018 - June 30, 2019
Tuition: \$19,520.00/\$108.44 per diem

School: Salem County Special Services School District

Daretown
 SID #: 5564548920
 Grade: 7
 Dates: October 3, 2018 - June 30, 2019
 Tuition: \$48,386.00/\$268.81 per diem

School: Salem County Special Services School District
 Alternative High School
 SID #: 9807874895
 Grade: 11
 Dates: October 12, 2018 - June 30, 2019
 Tuition: \$26,000/\$144.44 per diem

2018-19 INCOMING TUITION

Approve the following incoming tuition students for the 2018-2019 school year:

Sending District: West Windsor-Plainsboro Regional School District
 School: Salem County Special Services School District
 SID #: 4861836510
 Grade: 8
 Effective Dates: July 9, 2018 - August 16, 2018
 ESY Tuition: \$4,700.00
 ESY Transportation: \$42.08 per diem
 Effective Dates: September 6, 2018 - June 17, 2019
 Tuition: \$48,386.00/\$268.81 per diem
 Transportation: \$6,609.60/\$36.72 per diem

Sending District: Newark Public Schools
 School: Pineland Learning Center-Vineland, New Jersey
 SID #: 5148338477
 Grade: 11
 Effective Dates: September 6, 2018 - June 30, 2019
 Tuition: \$53,460.00/\$297.00 per diem
 Transportation: \$13,928.40/\$77.38 per diem

WORKSHOPS

Approve the following workshops, meals plus mileage not to exceed the state travel reimbursement requirements set forth by the Department of Treasury:

- A. Diana Castiglione, Teacher at Pennsville Middle School to attend the NCSS Conference to be held from November 29 - December 2, 2018 in Chicago, Illinois with a registration fee of \$389 with additional expenses not to exceed \$1536.
- B. Gabrielle Rossi, Teacher at Pennsville Middle School to attend the NCSS Conference to be held from November 29 - December 2, 2018 in Chicago, Illinois with a registration fee of \$389 with additional expenses not to exceed \$1536.
- C. Marian Sennstrom, Supervisor at Pennsville School District to attend 2 conferences, the National Supervisor's Social Studies Association Conference and the NCSS Conference to be held from November 28 - December 2, 2018 in Chicago, Illinois with a

registration fee of \$479. with additional expenses not to exceed \$2115.00.

- D. Mark Zoppina, Principal at Penn Beach School to attend the Link It Academy to be held on December 11, 2018, at Camden County College with a registration fee of \$175 with additional expenses not to exceed \$194.10
- E. Martha Hovanec, Teacher Pennsville Middle School to attend the NJASL Fall Conference to be held December 2-4, 2018 in Long Branch, New Jersey with a registration fee of \$175 with additional expenses not to exceed \$476.50
- F. Patricia Applegate, Teacher Pennsville Middle School to attend the Powerful Practical Strategies workshop to be held December 11, 2018, in Cherry Hill, New Jersey with a registration fee of \$269.

RETIREMENT:
M. LEINO

Approve with regret the retirement of Matthew Leino, Mathematics Teacher at the Pennsville Memorial High School, effective July 1, 2019. Inherent in this motion is to post and advertise per the negotiated agreement, if necessary.

EMPLOY:
S. GORMAN

Approve to employ Stacie Gorman as a Paraprofessional at the Valley Park Elementary School on Step 1-2 of the PEA Guide for the 2018-2019 school year at an annual salary of \$17,912 (prorated), plus a \$325 degree stipend, effective January 2, 2019 through June 30, 2019.

EMPLOY:
C. BROOKS

Approve to employ Christine Brooks as a Paraprofessional at the Valley Park Elementary School on Step 6 of the PEA Guide for the 2018-2019 school year at an annual salary of \$19,812 (prorated), plus a \$325 degree stipend, effective January 2, 2019 through June 30, 2019.

EMPLOY:
K. VAN TONDER

Approve to employ Katherine Van Tonder as a Paraprofessional at the Valley Park Elementary School on Step 1-2 of the PEA Guide for the 2018-2019 school year at an annual salary of \$17,912 (prorated), plus a \$325 degree stipend, effective January 2, 2019 through June 30, 2019.

EMPLOY:
A. HUGHES

Approve to employ Amber Hughes as a Paraprofessional at the Valley Park Elementary School on Step 3 of the PEA Guide for the 2018-2019 school year at an annual salary of \$18,112 (prorated), plus a \$325 degree stipend, effective January 2, 2019 through June 30, 2019.

TRANSFER:
D. BRIGGS

Approve the transfer of Darlene Briggs, Lunch Aide at the Valley Park Elementary School, to Paraprofessional at the Valley Park Elementary School effective October 30, 2018 through June 30, 2019, to be compensated on Step 1-2 of the PEA Guide for the 2018-2019 school year at an annual salary of \$17,912 (prorated). Inherent in this motion is to post and advertise for the position of Lunch Aide per the negotiated agreement, if necessary.

EMPLOY:
C. COLEMAN

Approve to employ Colleen Coleman as Preschool Teacher at the Valley Park Elementary School for the 2018-2019 school year, on Step 3-4 of the Master's Guide at an annual salary of \$52,441 (prorated), effective January 2, 2019 through June 30, 2019.

October 29, 2018

PRACTICUM EXP. FOR COUNSELING: C. LOCKWOOD	Approve Rowan University student, Chelsea Lockwood, to perform her Practicum Experience for Counseling in Educational Settings at the Pennsville Memorial High School under the direction of Mr. Jerry Grasso for the period of January 22, 2019, and ending on May 10, 2019. Ms. Lockwood will spend a minimum of 70 clock hours in completion of her Practicum requirement.
BUDGET CERTIFICATION 7/18	Approve that pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Pennsville Board of Education certifies that as of July 31, 2018, and after review of the Secretary's Monthly Financial Report appropriations section as presented and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1 for the month of July and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Attachment "H")
LINE ITEM TRANSFERS 7/18	Approve the attached Line Item Transfers for the month of <u>July, 2018</u> . (Attachment "I")
RESIGNATION: M. FORDHAM	Approve with regret the resignation of Mark Fordham, PT Receptionist (Clerical Aide) at the District Office, effective October 26, 2018. Inherent in this motion is to post and advertise per the negotiated agreement, if necessary.
EMPLOY: L. PICCIONI	Approve to employ Lisa Piccioni as Preschool Master Teacher at the Valley Park Elementary School for the 2018-2019 school year, on Step 5 of the Master's Guide at an annual salary of \$52,741 (prorated), effective January 2, 2019 through June 30, 2019.
EMPLOY: C. HAVRISKO	Approve to employ Christine Havrisko as Preschool Teacher at the Valley Park Elementary School for the 2018-2019 school year, on Step 1-2 of the Bachelor's Guide at an annual salary of \$49,500 (prorated), effective January 2, 2019 through June 30, 2019.
SOPHOMORE CLASS ADVISOR: M. PLALE	Approve to employ Mathew Plale to the position of Sophomore Class Advisor at the Pennsville Memorial High School for the 2018-2019 school year effective October 30, 2018 through June 30, 2019, to be paid at the contractual stipend of \$1,528 (prorated), as per the negotiated agreement.
2018-19 ESL SERVICES: J. BURNETT M. LONGSTRETH	Approve the following certified staff to provide ESL services for the Extended Day Programs for the 2018-2019 school year, at the rate of \$31.15 per hour worked for the period of November, 2018 through April, 2019: <ul style="list-style-type: none"> • Judith Burnett ~ Penn Beach Elementary School • Michael Longstreth ~ Pennsville Middle School
EMPLOY: V. DELLEROSE	Approve to employ Valerie Dellerose as Preschool Teacher at the Valley Park Elementary School for the 2018-2019 school year, on Step 5 of the Bachelor's Guide at an annual salary of \$50,100 (prorated), effective January 2, 2019 through June 30, 2019. Inherent in this motion is to amend the Long Term Substitute Contract previously offered to Ms.

Dellerose to expire on January 1, 2019, instead of June 30, 2019. Inherent in this motion is to post and advertise for the position of Long Term Substitute per the negotiated agreement, if necessary.

**RESIGNATION:
J. LAND**

Approve with regret the resignation of Jason Land, Head Wrestling Coach at the Pennsville Memorial High School, effective immediately. Inherent in this motion is to post and advertise per the negotiated agreement, if necessary.

Mr. Thomas seconded the motion. Voting in favor of the motion were Messrs. Acton, Hassler, Mason, Nugent, Thomas, Mrs. Cook, and Mrs. Staffieri-Morris. Total 7. Mr. Chambers voted in favor of the motion but abstained from voting on 10-29-3NB. Mr. Lang voted in favor of the motion but abstained from voting on 10-29-14NB, 10-29-19NB, 10-29-20NB and 10-29-23NB. Motion carried.

**SECRETARY'S
FINANCIAL REPORT
7/18**

Mrs. Staffieri-Morris moved the board approve the Secretary's Financial Report for the month ending July 31, 2018. Mr. Acton seconded the motion which was unanimously approved on roll call vote.

**TREASURER'S
FINANCIAL REPORT
7/18**

Mr. Nugent moved the board approve the Treasurer's Financial Report for the month ending July 31, 2018. Mr. Acton seconded the motion which was unanimously approved on roll call vote.

**SUPERINTENDENT
COMMENTS**

Dr. Brodzik asked Mr. Davidson to give the board members an update on projected classroom renovations for the preschool expansion.

PUBLIC COMMENTS

Mrs. Shelley McFarland of 119 Penn Beach Drive, Pennsville, New Jersey addressed the board regarding the Pre-K expansion.

**BOARD MEMBER
COMMENTS**

Mr. Chambers asked the board if they would like to hold two meetings in November to discuss board goals for 2019. Discussion occurred but a meeting was not scheduled at this time.

Mr. Lang announced the upcoming Salem County board meeting to be held on November 29, 2018 at the Riverview Inn.

HIB CASE REPORTS

On recommendation of the Superintendent, Mrs. Staffieri-Morris moved the board affirm the findings and conclusions of the Case Reports. Mrs. Cook seconded the motion which was unanimously approved on roll call vote

CLOSED SESSION

Mr. Chambers read the following RESOLUTION and Mr. Hassler 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:

Matters which, if publicly disclosed, would constitute an unwarranted invasion of individual privacy, and specifically:

Matters concerning negotiations, and specifically:

FURTHER RESOLVED that the Board of Education will not return to open session to conduct business at the conclusion of the executive session.

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

RECESSED

Meeting recessed at 6:51 pm.

RECONVENED

Meeting reconvened at 7:25 pm.

ADJOURNMENT

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

Meeting adjourned at 7:30 pm.

MATERIALS
AVAILABLE FOR
REVIEW

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

Respectfully submitted,



Richard Davidson
Secretary

October 29, 2018
Attachment "A"



State of New Jersey
DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

PHILIP D. MURPHY,
Governor

SHEILA Y. OLIVER
Lt. Governor

LAMONT O. REPOLLET, ED.D.
Commissioner

October 11, 2018

Mr. Keith Chambers, Board President
Pennsville Public School District
30 Church Street
Pennsville, NJ 08070-2199

Dear Mr. Chambers:

SUBJECT: Pennsville Public School District – NCLB Title I Audit
OFAC Case #SG-0016-17

The New Jersey Department of Education, Office of Fiscal Accountability and Compliance (OFAC), has completed a fiscal audit of federal funds disbursed by the Pennsville Public School District (Pennsville). The funding sources reviewed include one or more titled programs under the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001 (ESEA). The review covered the period July 1, 2016 through June 30, 2017. The results of the NCLB Title I audit are detailed in the attached report of examination. Please provide a copy to each board member for his/her review.

Utilizing the process outlined in the attached "Procedures for LEA/Agency Response, Corrective Action Plan and Appeal Process," Pennsville is required, pursuant to N.J.A.C. 6A:23A-5.6, to publicly review and discuss the findings in this report at a public board meeting no later than 30 days after receipt of the report. Within 30 days of the public meeting, the board must adopt a resolution certifying that the findings were discussed in a public meeting and approving a corrective action plan which addresses the issues raised in the undisputed findings and/or an appeal of any findings in dispute. A copy of the resolution and the approved corrective action plan and/or appeal must be sent to this office within 10 days of adoption by the board. Please direct your response to my attention.

Also, pursuant to N.J.A.C. 6A:23A-5.6(c), you must post the findings of the report and the board's corrective action plan on your district's website. The submission of an appeal does not preclude adherence to the provisions of N.J.A.C. 6A:23A-5.6, et seq. Should you have any questions, please contact

Lisa D. McCormick, Manager, Single Grants/Audit Unit at (609) 376-3608.

Sincerely,

A handwritten signature in cursive script, appearing to read "Christine A. Soto".

Christine A. Soto,
Executive Legal Affairs Officer and Acting OFAC Director

CAS/LDM/hp: Pennsville School District Cover Letter
Enclosures

www.nj.gov/education

Distribution

Robert Bumpus

Carolyn Marano

AbdulSaleem Hasan

Judy Alu

Lisa D. McCormick

Peggy Nicolosi

Kristina Negron

Stephen M. Bells

Michael Brodzik

Richard Davidson

Susan Ficke

Raymond Colavita, CPA

**STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
PO BOX 500
TRENTON, NJ 08625-0500**

**PENNSVILLE PUBLIC SCHOOL DISTRICT
30 CHURCH STREET
PENNSVILLE, NJ 08070
PHONE: (856) 540-6200**

**REPORT ON EXAMINATION
NCLB TITLE I AUDIT
FOR THE PROJECT PERIOD
JULY 1, 2016 TO JUNE 30, 2017**

District: Pennsville Public School District
County: Salem

AUTHORIZED REPRESENTATIVE: Dr. Michael Brodzik, Superintendent

DIRECTOR OF PROGRAM: Susan Ficke, Assistant Superintendent

PERSONS CONTACTED (Name & Title):

Richard Davidson, Board Secretary/Business Administrator
Susan Ficke, Assistant Superintendent/Program Director

FUNDING SOURCES

PROGRAM YEAR	N C L B				TOTAL
	TITLE I PART A	TITLE I PART A C/O	S I A PART A	S I A PART A C/O	
	APPROVED FUNDING				
2016-2017	\$258,216.00		\$0.00		\$258,216.00
2015-2016		\$107,151.00		\$0.00	\$107,151.00
TOTAL	\$258,216.00	\$107,151.00	\$0.00	\$0.00	\$365,367.00

**PENNSVILLE PUBLIC SCHOOL DISTRICT
NCLB TITLE I AUDIT
FISCAL YEARS 2016-2017**

FINDINGS AND RECOMMENDATIONS

- Expenditures totaling \$18,029.14 were incurred and charged to the Title I, Part A grant for ineligible beneficiaries, and thus, were not deemed to be reasonable and necessary for the efficient performance of the federal program.**

According to Step 4, Title I Eligibility Page of the district's NCLB Consolidated Application, the LEA was approved to operate *targeted assistance programs* at: three elementary schools - Valley Park, Central Park, Penn Beach; the Pennsville Middle School (PMS); and Pennsville Memorial High School (PMHS). The LEA reported the number of Title I student participants at PMS on its FY 2016 -2017 Title I Performance Final Report as follows: 6th graders – 38; 7th graders – 52; and 8th graders - 70. Zero Title I students were reported for PMHS.

It was determined the district improperly allocated certain expenditures to account number 20-231-100-600, Supplies and Materials during FY 2016-2017 which benefited both Title I and non-Title I students at PMS. Additionally, the LEA reimbursed three PMHS staff members and one elementary level counselor for mileage to various professional development workshops - none of which benefited a specific Title I program. The following is a summary of the questioned costs identified:

Purchase Order Nbr.	Date	Vendor	Comments	Amount
700101	7/1/16	Achieve 3000	Set up for 285 software licenses at PMS	\$ 3,135.00
700102	7/1/16	Achieve 3000	250 software licenses for PMS with professional development	14,675.00
701005	10/17/16	Casey Slusher	FBLA advisor workshop	70.91
701253	10/21/16	Nicole Warrington	NJ School Counselor Assoc. conference	29.33
701268	10/21/16	Tracy Turner	Congressional Medal of Honor workshop	51.71
701272	10/25/16	Susan Bobjak	Mileage reimbursement to Congressional Medal of Honor workshop	67.19
Total				\$18,029.14

The number of software licenses acquired far exceeds the 170 identified students at PMS. Further, the LEA failed to provide additional documentation or explain how these licenses were fused or one or more Title I programs.

Section 1113(a) of ESEA stipulates that a LEA shall use funds received under this part only in eligible school attendance areas. Section 1113(a)(2)(B) defines an eligible school attendance area as "a school attendance area in which the percentage of children from low-income families is at least as high as the percentage of children from low-income families served by the local educational agency as a whole." Further, Section 1115(b)(1)(B) describes eligible children as "children identified by the school as failing, or most at risk of failing, to meet the State's challenging student academic achievement standards on the basis of multiple, educationally related, objective criteria."

**PENNSVILLE PUBLIC SCHOOL DISTRICT
NCLB TITLE I AUDIT
FISCAL YEARS 2016-2017**

FINDINGS AND RECOMMENDATIONS

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 C.F.R. § 200.403 sets forth general criteria in order for costs to be considered allowable. Of note, 2 C.F.R. § 200.403(a) costs must be *necessary* and *reasonable* for the performance of the Federal award. Section 200.404 clarifies that a cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. Further, Section 200.405(a) states a cost is allocable to a particular cost objective if the goods or services are chargeable or assignable to such cost objective in accordance with relative benefits received.

Based on the foregoing, the sum of \$18,029.14 must be refunded to the department for these questioned costs (refer to the Schedule of Audit Recovery Due to State Education Agency (SEA) at the end of this report).

Recommendation

The LEA must improve procedures for the payment of expenditures related to the Title I, Part A program in accordance with the requirements of 2 C.F.R. § 200 et seq.

2. A comparative analysis of the amounts expended for each Title I funded school and corresponding school-based allocations reflected on the district's NCLB Consolidated Grant Application disclosed significant variances.

Section §1113 of NCLB details the process for identifying, selecting and allocating Title I funds to eligible school attendance areas. LEAs are required to spend funding allocations to run Title I programs at Title I schools as set forth by Step 4, Title I Eligibility Page of the district's NCLB Consolidated Application.

During the audit, expenditures incurred by eligible Title I schools were summarized and compared to corresponding allocations reported on the Eligibility Page in accordance with standard operating procedures. Although \$86,518.00 was allocated PHMS, the district did not expend any Title I funds for the high school.

Recommendation

In order to achieve compliance with Section §1113 of NCLB, the LEA must implement procedures to ensure that funds are expended for each Title I funded school in a manner consistent with Step 4, Title I Eligibility Page of the district's NCLB Consolidated Application.

3. Certain records were not maintained in accordance with departmental and Federal guidelines.

The audit disclosed that employee benefits were neither budgeted, nor accounted for correctly in the LEA's accounting system. In particular, the LEA failed to properly charge FICA for hourly employees who performed work for afterschool and summer programs.

**PENNSVILLE PUBLIC SCHOOL DISTRICT
NCLB TITLE I AUDIT
FISCAL YEARS 2016-2017**

FINDINGS AND RECOMMENDATIONS

N.J.S.A. 18A:66-90 requires that all LEAs budgeting federal grant funds for the salaries of full-time and part-time staff who participate in TPAF *must* budget for the reimbursement of TPAF and FICA. Additionally, districts must budget FICA (7.65%) for employee wages/earnings in excess of base salaries such as stipends, hourly pay and lump sum distributions. The reimbursement should be calculated and encumbered prior to the close of the fiscal year (June 30), and be liquidated in a timely manner.

Furthermore, the district did not track expenditures at the school level in the financial management system. UG, 2 C.F.R. § 200.302(b)(5) stipulates that the financial management system of each non-Federal entity must provide for the comparison of expenditures with budget amounts for each Federal award.

Recommendation

The LEA must properly budget and expend employee benefits for Title I funded staff pursuant to N.J.S.A. 18A:66-90 and grant application requirements. To facilitate an effective audit, the LEA must implement procedures to ensure that expenses are properly coded to ensure consistency with Step 4, Title I Eligibility Page of the district's NCLB Consolidated Application.

4. On multiple occasions, the LEA failed to issue a purchase orders prior to services being rendered (confirming order).

The LEA consistently reimbursed teachers for mileage to professional development workshops and contracted with vendors, such as Achieve 3000 and Metz Culinary Management, without receiving prior approval through signed purchase orders.

N.J.S.A. 18A:18A-2(v) indicates, in part, "Purchase order" means a document issued by the purchasing agent *authorizing a purchase transaction with a vendor to provide or perform goods or services to the board of education*. Therefore, a properly executed purchase order must be issued prior to services being rendered.

Recommendation

The LEA must implement a process to ensure purchase orders are issued before the receipt of goods and services from vendors.

PENNSVILLE PUBLIC SCHOOL DISTRICT
NCLB TITLE I AUDIT
FISCAL YEAR 2016-2017

SCHEDULE OF RECOVERY DUE TO SEA

<u>Audit Finding</u>	<u>Recovery</u>
Number One	<u>\$ 18,029.14</u>
Total Recovery Due to SEA	<u>\$ 18,029.14</u>

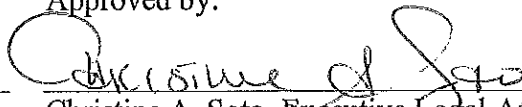
The check is to be made payable to "Treasurer, State of New Jersey" and mailed with the corrective action plan.

Christine A. Soto
Executive Legal Affairs Officer and Acting OFAC Director
Office of Fiscal Accountability and Compliance
State of New Jersey
Department of Education
PO Box 500
Trenton, NJ 08625-0500

Submitted by:

Lisa D. McCormick, Manager
Office of Fiscal Accountability and Compliance

Approved by:



Christine A. Soto, Executive Legal Affairs Officer
Acting Director, Office of Fiscal Accountability and Compliance

Auditor
Joanna Hamilton

State of New Jersey
Department of Education
Office of Fiscal Accountability and Compliance

PROCEDURES FOR LEA/AGENCY RESPONSE
CORRECTIVE ACTION PLAN AND APPEAL PROCESS

Board of Education Response:

Pursuant to N.J.A.C. 6A:23A-5.6, the following actions shall occur:

- (a) Any school district or county vocational school district that has been subject to an audit or investigation by the Department of Education, Office of Fiscal Accountability and Compliance (OFAC) shall discuss the findings of the audit or investigation at a public meeting of the district board of education no later than 30 days after receipt of the findings.
- (b) Within 30 days of the public meeting required in (a) above, the district board of education shall adopt a resolution certifying that the findings were discussed in a public board meeting and approving a corrective action plan to address the issues raised in the findings. The resolution shall be submitted to the OFAC within 10 days of adoption by the board of education.
- (c) The findings of the OFAC audit or investigation and the board of education's corrective action plan shall be posted on the district's web site, if one exists.

If the board of education disputes any of the findings of the audit or investigation, it may file a written appeal with the OFAC of any disputed finding(s) within 10 days of adoption of the resolution. Seeking an appeal of the findings does not preclude adherence to the provisions of (a), (b), and (c) listed above.

Corrective Action Plan:

The corrective action plan is to be used when the LEA/Agency is in agreement with any of the findings. To contest a finding, the appeal process must be used. After the appeal is settled, a corrective action plan must be filed for any finding upheld during the appeal process.

The corrective action plan must be prepared by completing the attached form. The LEA/Agency must submit the following information:

- Recommendation number
- Corrective action (approved by the board)
- Method of implementation
- Person responsible for implementation
- Completion date of implementation

If the corrective action plan is acceptable, a letter will be sent to the LEA/Agency indicating that it has been accepted.

If the corrective action plan is not acceptable, a letter will be sent to the LEA/Agency indicating whether further clarification is required or further action is necessary.

Appeal Process:

The appeal process is used to contest disputed findings.

Within 10 days of the board's adoption of the resolution approving an appeal of the findings of the audit or investigation, a written request by the LEA/Agency to review the disputed finding(s), recommendation(s), or questioned costs must be submitted to the OFAC Director. The Request for Appeal must indicate the finding(s) in question.

The Request for Appeal must be in writing and the LEA/Agency must present any supporting documentation for the appeal. Subsequent to the submission of the Request for Appeal, the OFAC Director will issue a written decision.

If the final determination made by the Director, is still unsatisfactory to the LEA/Agency, the LEA/Agency may file a Petition of Appeal pursuant to N.J.A.C. 6A:3-1.3.

NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN

NAME OF SCHOOL DISTRICT _____

COUNTY _____

TYPE OF EXAMINATION _____

DATE OF BOARD MEETING _____

CONTACT PERSON _____

TELEPHONE NUMBER _____

RECOMMENDATION
NUMBER
CORRECTIVE
ACTION REQUIRED
BY THE BOARD

METHOD OF
IMPLEMENTATION

PERSON
RESPONSIBLE FOR
IMPLEMENTATION

COMPLETION
DATE OF
IMPLEMENTATIO

CHIEF SCHOOL ADMINISTRATOR _____

DATE _____

BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR _____

DATE _____