

WATERFORD TOWNSHIP BOARD OF EDUCATION

**NOTICE OF MEETING: REGULAR MEETING – December 21, 2016
WATERFORD ELEMENTARY SCHOOL
6:00 P.M. - Closed Session to be followed by
Regular Meeting at 7:30 p.m.**

I. MEETING CALLED TO ORDER _____ (Time)

This meeting was advertised in compliance with the Sunshine Law through the notice issued to the Courier-Post and posted in the following locations: Waterford Township Municipal Building, Waterford Post Office, Waterford Township Public Library, Atco Elementary School, Thomas Richards School and the Waterford Elementary School.

- A. FLAG SALUTE**
- B. ROLL CALL**
- C. MOTION TO APPROVE BUSINESS NOT ANTICIPATED AT THE TIME OF THE AGENDA
PURSUANT TO BOARD POLICY**
- D. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION _____**
- E. MOTION TO APPROVE THE RETURN TO OPEN SESSION _____ (Time)**
- F. MISSION STATEMENT – Roseanna Iles**

**THE BOARD OF EDUCATION HAS DISCUSSED SUBJECTS IN CLOSED SESSION WHICH WILL BE
DISCLOSED TO THE PUBLIC WHEN ACTION IS TAKEN BY THE BOARD, IF ANY,
OR AT A PUBLIC SESSION AT SOME LATER DATE.**

**THE BOARD PRESIDENT REQUESTS THAT ALL CELL PHONES BE TURNED OFF OR
PLACED ON VIBRATE DURING THE BOARD MEETING – THANK YOU.**

**MINUTES, POLICY BOOK AND ATTACHMENTS ARE AVAILABLE AT THE
SCHOOL DISTRICT WEBSITE. WTSD.ORG**

FIRE EXITS ARE LOCATED IN THE FRONT AND REAR OF THE ROOM.

The public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the appropriate administrator, director, or staff member. Such matters should only be brought to the Board after all avenues within the chain of command have been exhausted.

STUDENTS OF THE FIRST MARKING PERIOD

Atco Elementary School:	1 st grade – Christopher Orcutt – Ms. Chiodi
Thomas Richards School:	2 nd grade – Mia Alonso – Mrs. Handzus 3 rd grade – Megan Baines – Mrs. Schaller
Waterford Elementary School:	4 th grade – Kole Bagnell – Mrs. Stephan 5 th grade – Brooke Lanutti – Mrs. Tonrey 6 th grade – Kamryn Bagnell – Mrs. Cicatiello

EMPLOYEE OF THE QUARTER
Jeffrey Boehm

WATERFORD TOWNSHIP BOARD OF EDUCATION

COMMITTEE REPORTS (Continued)

December 21, 2016

- II. PRESENTATION - PLAQUES TO RETIRING BOARD MEMBERS FRAN DI ROCCO, CAROL FRIANT AND EVA SURIANI – *Terri Chiddenton*
- III. RESOLUTION COMMENDING THE WATERFORD TOWNSHIP POLICE DEPARTMENT
- IV. PRESENTATION – CONSOLIDATED ANNUAL FINANCIAL REPORT AND AUDITORS’ MANAGEMENT REPORT – *Scott Barron, Bowman & Company*
- V. PRESENTATION – GO MATH! – *Julie Lyons, Jill O’Donnell (K-3), Dana Tonrey (4-5)*
- VI. SUPERINTENDENT’S REPORT – *Acting Superintendent Daniel Fox*

The superintendent recommends approval of the following item(s):

- 1. Action Item[s]
 - a. Harassment, Intimidation and Bullying (HIB) Report as presented by the superintendent.
 - b. The Fire/Security Drill Log as follows:

Date	School	Time	Type of Drill	Number of Students	Number of Staff
11/3/16	Atco	9:44 a.m.	Fire	202	53
11/14/16	TR	10:00 a.m.	Fire	210	50
11/21/16	Atco	10:06 a.m.	Shelter-in-Place	203	54
11/21/16	TR	11:40 a.m.	Lockdown	242	50
11/30/16	WES	2:26 p.m.	Fire	325	87

- 2. Information Item[s]
 - a. Monthly District Report – November, 2016, as attached.
 - b. Attached you will find the following:
 - Menu – December, 2016
 - Highlights – December, 2016
 - Enrollment – November, 2016
 - c. Approved announcements as attached:
 - South Jersey Ballet Theatre, Voorhees, NJ
 - Lil’ Shopper’s Shoppe/Winter Wonderland – WTH&SA
 - WTH&SA Winter Wonderland Application
 - Waterford Township Public Library – December, 2016
 - Harlem Globetrotters – WTH&SA
 - WTH&SA – Waterford Elementary School Clubs Session 2
 - WTH&SA – Thomas Richards School Clubs Session 2
 - WTH&SA – SACC After School Club

VII. MOTION TO OPEN THE MEETING TO THE PUBLIC (*Only items pertaining to the agenda*)

VIII. MOTION TO CLOSE THE MEETING TO THE PUBLIC

WATERFORD TOWNSHIP BOARD OF EDUCATION

COMMITTEE REPORTS (Continued)

December 21, 2016

IX. MINUTES

- | | | | |
|----|------------------------------|---|-------------------|
| 1. | Closed Session – as redacted | - | November 9, 2016 |
| 2. | Work Session | - | November 9, 2016 |
| 3. | Closed Session – as redacted | - | November 16, 2016 |
| 4. | Board Meeting | - | November 16, 2016 |

X. COMMITTEE REPORTS

A. EDUCATION & PUBLIC RELATIONS

1. PROGRAM (2000) – Kim Hurley / Fran DiRocco / Terri Chiddenton

The superintendent recommends approval of the following item(s):

a. Action Item[s]

- (1) A field trip for Grade six Gifted and Talented students to attend a Broadway play in New York City on April 27, 2017 to enhance and explore students' awareness of fine performing arts as it relates to literature. Students will depart school at 8:30 a.m. and return to Waterford Elementary School at approximately 9:00 p.m. The Home & School Association will pay for transportation and dinner; the district will pay for admission, \$2,714.50.
- (2) A field trip for Project Happiness on December 22, 2016 for Waterford Elementary School students so they can deliver food around Waterford to understand that the elderly in our community are important. They learn the reward of giving to others. Students will depart the Waterford Elementary School around 3:15 p.m. with an estimated return time of 5:00 p.m.
- (3) The LIFE Program date of May 19, 2017.
- (4) A lease purchase agreement with Republic Bank to provide GO MATH! Instructional materials for Kindergarten through Grade 5, to be implemented in the 2017/2018 school year. Total principal and interest will be _____.

b. Information Item[s]

- (1) John Ceci, Coding Programmer, will speak to 3rd grade students about computer science and programming during the Hour of Code assembly on Tuesday, December 6, 2016.
- (2) Atco Family Dentistry to visit all three schools sometime in January. Permission forms will be sent home to the parents. There will no charge to the district.

WATERFORD TOWNSHIP BOARD OF EDUCATION

COMMITTEE REPORTS (Continued)

December 21, 2016

2. PUPILS (5000) – Fran DiRocco / Terri Chiddenton / Kim Hurley

The superintendent recommends approval of the following item(s):

a. Action item[s]

- (1) A Tuition Contract Agreement with the Haddon Heights Board of Education to educate homeless student A.H. at a tentative tuition charge of \$8,740 from September 7, 2016 through June 30, 2017.
- (2) A Tuition Contract Agreement with the Deptford Township Board of Education to educate homeless student H.G. at a tentative tuition charge of \$13,005 per year, \$71.85 per day, from September 6, 2016 through June 13, 2017.

b. Information Item[s]

3. COMMUNITY (9000) – Terri Chiddenton / Kim Hurley / Fran DiRocco

The superintendent recommends approval of the following item(s):

a. Action Item[s]

- (1) Facility Use by Waterford Township on January 2, 2017 from 2:00 p.m. to 5:00 p.m. to hold their Reorganization Meeting at the Waterford Elementary School in the cafetorium.

b. Information Item[s]

- (1) Action Briefs – November 16, 2016 as attached.

B. BUSINESS

1. FINANCE (6000) – Carol Friant / Robert Walsh / Eva Suriani

The superintendent and business administrator recommend approval of the following item(s):

a. Action Item[s]

- (1) Expense Account Adjustment Analysis (Account transfers) as attached.
- (2) Payment of Bills and Claims as attached.

• December Bill List	\$ 39,305.80
• December Bill List - #2	\$ 1,896,855.06
• Health Benefits	<u>148,599.69</u>
Total	\$ 2,045,454.75
• Nutri-Serve	\$ 29,430.11
• Emergency Checks	\$ 134,907.71
	<u>12,000.00</u>
	\$ 146,907.71

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COMMITTEE REPORTS (Continued)

December 21, 2016

- (3) Investment Report as attached.
- (4) Cash Receipts and Disbursements Report in accordance with 18A:17-36 and 18A:17-9 for the month of October, 2016, as attached. The Cash Receipts and Disbursements Report and the Board Secretary's Report are in agreement.
- (5) Report of the Board Secretary in accordance with 18A:17-36 and 18A:17-9 for the month of October, 2016 as attached.
- (6) Student Activity Fund General Ledger as attached.
- (7) Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Waterford Township Board of Education certifies that as of October 31, 2016 and after review of the Secretary's Monthly Financial Report 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 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- (8) Nutri-Serve Food Management/Waterford Township School District financial Statement for the month of October, 2016 as attached.
- (9) An amendment and/or revision to the FY2017 ESEA-NCLB Consolidated Grant Application for Waterford Township to reallocate FY2016 carryover money as follows:
 - Title I, Part A - \$12,144.00
 - Title II, Part A - 719.00
- (10) To accept a grant in the amount of \$4,000 from the Waterford Township Home & School Association to be used for the Student Spaceflight Experiments Program.
- (11) To accept mini grants in the amount of \$3,400 from the Waterford Township Women's Club to be used for twelve individual teacher projects.
- (12) To accept the Consolidated Annual Financial Report and Auditors' Management Report and acknowledge that the recommendation has been read and a synopsis was available to the public.
- (13) To approve the Corrective Action Plan regarding the Auditor's Management Report as attached.

b. Information Item[s]

2. PROPERTY (7000) – Robert Walsh / Eva Suriani / Carol Friant

The superintendent and business administrator recommend approval of the following item(s):

a. Action Item[s]

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COMMITTEE REPORTS (Continued)

December 21, 2016

- (1) A Participation Agreement for Cooperative Purchasing of Telecommunication Services as attached.

b. Information Item[s]

3. OPERATIONS (8000) – Carol Friant / Robert Walsh / Eva Suriani

The superintendent and business administrator recommend approval of the following item(s):

a. Action Item[s]

b. Information Item[s]

C. PERSONNEL

1. ADMINISTRATION (1000) – Maria Yeatman / Dan Hoover / Roseanna Iles

The superintendent recommends approval of the following item(s):

a. Action Item[s]

- (1) Motion to approve Brenda Harring-Marro, Patrick Davidson, Julie Lyons and Rich Czyz to attend the Future Ready Summit in Newark, NJ on January 11-12, 2017 at no cost to the board. This is part 2 of training that started last year.

- (2) Rich Czyz to attend Techspo17 – Technology Conference for School Leaders in Atlantic City, NJ on January 26-27, 2017. PO #17-0944. See attached.

- (3) Jason Eitner to attend Techspo17 – Technology Conference for School Leaders in Atlantic City, NJ on January 26-27, 2017. PO #17-0924. See attached.

- (4) John Lavell to attend Section 504 in New Jersey: An Updated Guide to Identifying & Planning for Students with Disabilities in the Schools, Mt. Laurel, NJ on February 10, 2017. PO #17-0897. See attached.

- (5) Tuition Reimbursement for Julie Lyons, Supervisor Curriculum & Instruction, to take NJ EXCEL's "Model #4" program for NJ School Administration Certification (150-hour internship). The cost of this 12 month program is \$3,150 plus \$65 in books. Mrs. Lyons is seeking tuition reimbursement in the amount of \$3,000 per contract. (Rationale: As a central office administrator, this intensive field-based experience will enable me to receive mentoring and professional development to enhance my skills in a district-level position. Because the coursework is completed job-embedded and related to my current responsibilities as a supervisor, I hope to apply what I learn so that I can continue to make meaningful contributions and improvements to Waterford Township's Curriculum & Instruction.)

b. Information Item[s]

WATERFORD TOWNSHIP BOARD OF EDUCATION

COMMITTEE REPORTS (Continued)

December 21, 2016

2. TEACHING STAFF MEMBERS (3000) – Dan Hoover / Roseanna Iles / Maria Yeatman

The superintendent recommends approval of the following item(s):

a. Action Item[s]

- (1) Travel Expenditure Resolution as attached.
- (2) The following instructional substitutes for the remainder of the 2016/2017 school year, pending completion of the necessary paperwork:
 - Kirsten Dillman
 - Michael Gibbins
 - Christina Leach
 - Cheryl Re
- (3) The following nurse substitute for the remainder of the 2016/2017 school year, pending completion of the necessary paperwork:
 - Kami Hall
- (4) Up to two (2) additional teachers for the Title I After School Supplemental Tutoring Program due to a high number of eligible students in grades 5 and 6. Additional teacher or teachers will be added if registered students exceed 12 per class. Stipends will be prorated and budgeted into the FY2017 ESEA-NCLB Grant from prior year carryover funds.
- (5) A resolution approving an Intermittent Family and Medical Leave for Employee #4392 retroactive to November 29, 2016, as attached.

b. Information Item[s]

3. SUPPORT STAFF MEMBERS (4000) – Roseanna Iles / Maria Yeatman / Dan Hoover

The superintendent recommends approval of the following item(s):

a. Action Item[s]

- (1) A resolution approving a Leave of Absence for Employee #4536 effective January 16, 2017.
- (2) The following instructional aide substitutes for the remainder of the 2016/2017 school year, pending completion of the necessary paperwork:
 - Judy Chaple
 - Judy DeAntonellis
 - Michael Gibbins
 - Christina Leach

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COMMITTEE REPORTS (Continued)

December 21, 2016

- (3) The following non-instructional aide substitutes for the remainder of the 2016/2017 school year, pending completion of the necessary paperwork:
 - Christina Leach
- (4) The revised job description for Instructional Aide as attached.
- (5) Christine Whitener for employment as an Instructional Aide at the Atco Elementary School effective January 3, 2017. Salary: Step 4 of the Instructional Aides' Salary Guide, \$10.56 per hour, 5.5 hours per day, 185 days per year. This is pending completion of the fingerprinting process with the state approved agency and medical clearance. [UPC: AID-SS-EX-02]
- (6) To correct the contract of Loreen Dico to indicate Step 22 of the Non-Instructional Aides' Salary Guide, \$15.61 per hour, 2.5 hours per day, \$7,023 per year, effective September 1, 2016.

b. Information Item[s]

D. POLICY COMMITTEE – Kim Hurley / Eva Suriani / Dan Hoover

The policy committee recommends approval of the following item(s):

- 1. Action Item[s]
 - a. The following new/revised policy as attached (second reading):
 - Policy #7422 – School Integrated Pest Management Plan
 - b. The following new/revised policy as attached (first reading):
 - Policy #5850 – Social Events and Class Trips
- 2. Information Item[s]
 - a. The following new/revised regulation as attached:
 - Regulation #9150 – School Visitors

E. BYLAWS (0000) – Terri Chiddenton / Robert Walsh

The board president and vice president recommend approval of the following item(s):

- 1. Action Item[s]
- 2. Information Item[s]

F. TECHNOLOGY – Robert Walsh / Kim Hurley / Fran DiRocco

- 1. Action Item[s]
- 2. Information Item[s]

WATERFORD TOWNSHIP BOARD OF EDUCATION

COMMITTEE REPORTS (Continued)

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G. BUDGET – Dan Hoover / Kim Hurley / Terri Chiddenton

The budget committee recommends approval of the following item(s):

1. Action Item[s]
2. Information Item[s]

H. REPORTS

1. Legislation – Dan Hoover
2. Camden County School Boards Association – Maria Yeatman / Roseanna Iles
3. New Jersey School Boards Association – Terri Chiddenton / Roseanna Iles
4. Camden County Educational Services Commission – Kim Hurley / Carol Friant
5. Hammonton – Terri Chiddenton / Robert Walsh
6. Board President – Terri Chiddenton

XI. OLD BUSINESS

- A. Action Item[s]
- B. Information Item[s]
- C. For Discussion

XII. NEW BUSINESS

- A. Action Item[s]
- B. Information Item[s]
- C. For Discussion

XIII. MOTION TO OPEN THE MEETING TO THE PUBLIC

XIV. MOTION TO CLOSE THE MEETING TO THE PUBLIC

XV. MEETING ADJOURNED _____

**Reminder: Deadline for information for the January 18, 2017 board meeting is
MONDAY, JANUARY 9, 2017. All information should be submitted in writing.**