

WATERFORD TOWNSHIP BOARD OF EDUCATION

**NOTICE OF MEETING: REGULAR MEETING – June 15, 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 – Robert Walsh**

**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.

- II. PRESENTATION – Appreciation for the Home & School Executive Committee**
- III. PRESENTATION – District Retirement Resolutions – Terri Chiddenton / Jason Eitner**
- IV. SUPERINTENDENT’S REPORT – Jason Eitner**

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.

WATERFORD TOWNSHIP BOARD OF EDUCATION

COMMITTEE REPORTS (Continued)

June 15, 2016

b. The Fire/Security Drill Log as follows:

Date	School	Time	Type of Drill	Number of Students	Number of Staff
5/9/16	TR	2:15 p.m.	Fire	245	42
5/9/16	Atco	1:45 p.m.	Fire	216	50
5/13/16	TR	9:28 a.m.	Active Shooter	243	44
5/18/16	Atco	8:30 a.m.	On-Site Evacuation	224	53
5/19/16	WES	2:05 p.m.	Fire	347	87
5/20/16	WES	2:25 p.m.	On-Site Evacuation	338	87

2. Information Item[s]

a. Monthly District Report – May, 2016, as attached.

b. Attached you will find the following:

- Menu – June, 2016
- Highlights – June, 2016
- Enrollment – May, 2016

c. Approved Announcements as attached:

- WTH&SA 6th Grade Committee - Donations
- WTH&SA Fundraiser at Gallery Pizza
- WTH&SA – June Fun Night
- WTAA 2016 In-House Soccer Registration
- Atco Lions Football and Cheerleading
- Waterford Township Public Library – Summer 2016
- SACC – Inquiring Minds Enrollment Packet

d. June 2016 Awesome Educator

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

VI. MINUTES

1. Closed Session – as redacted - May 4, 2016
2. Public Hearing on the Budget - May 4, 2016
3. Closed Session – as redacted - May 18, 2016
4. Board Meeting - May 18, 2016

VII. COMMITTEE REPORTS

A. EDUCATION & PUBLIC RELATIONS

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

WATERFORD TOWNSHIP BOARD OF EDUCATION

COMMITTEE REPORTS (Continued)

June 15, 2016

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

- a. Action Item[s]
- b. Information Item[s]

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

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

- a. Action item[s]

- (1) The out-of-district placement for student #2072880815 at Pineland Learning Center for the 2016/2017 school year and extended school year 2016. The student is residing in a group home in the district and is the financial responsibility of the Vineland School District.

- School Year Tuition \$280.46 per diem (180 days)
- Extended School Year Tuition \$280.46 per diem (30 days)
- TOTAL \$58,896.60

- (2) The out-of-district placement for student #9849535574 at Hammonton School District's MD Program. The student is residing in a group home in the district and is the financial responsibility of the Maywood School District.

- School Year Tuition \$108.46 per diem (45 days)
- TOTAL \$4,880.70

- 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]
- b. Information Item[s]

- (1) Action Briefs – May 18, 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.

WATERFORD TOWNSHIP BOARD OF EDUCATION

COMMITTEE REPORTS (Continued)

June 15, 2016

• June Bill List	\$ 24,709.66
• June Bill List - #2	522,207.98
• Health Benefits	<u>141,334.84</u>
	\$ 663,542.82
• Nutri-Serve – May 11 th	\$ 23,827.63
• Nutri-Serve – June 3 rd	<u>33,333.06</u>
	\$ 57,160.69
• Misc. Bulk Postage	\$ 900.43

- (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 April, 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 April, 2016 as attached.
- (6) School Age Child Care (SACC) Financial Statement for the month of April, 2016 as attached.
- (7) Student Activity Fund General Ledger as attached.
- (8) Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Waterford Township Board of Education certifies that as of April 30, 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.
- (9) Nutri-Serve Food Management/Waterford Township School District Financial Statement for the month of April, 2016 as attached.
- (10) Accept funding for the FY2017 ESEA-NCLB Consolidated Formula Subgrant Application. Funding has been approved by the State's Office of Grant Management on May 10, 2016 and is as follows:

• Title I, Part A	\$233,764
• Title II, Part A	<u>25,783</u>
TOTAL	\$259,547

- (11) Pursuant to PL 2015, Chapter 47, the Board of Education intends to renew, award, or permit to expire the attached list of contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey 18A:18 et seq., N.J.A.C. Chapter 23, and Federal Procurement Regulations 2 CFT Part 200.317 et seq. (to be distributed)
- (12) The following advisors to Student Activity Fund Accounts per Policy #6660 for the 2016/2017 school year:

WATERFORD TOWNSHIP BOARD OF EDUCATION

COMMITTEE REPORTS (Continued)

June 15, 2016

- | | |
|--|----------------------------------|
| • Book Fines – Atco Elementary School | Meredith Vitarelli |
| • Book Fines – Thomas Richards School | Deborah Share |
| • Book Fines – Waterford Elementary School | Elizabeth Scola |
| • Community Relief Fund | Dawn Alter |
| • Funds Raised for Donations | Bethann Cella |
| • Home & School | Rebecca Galati |
| • Literacy Infused Family Education (L.I.F.E.) | Meredith Vitarelli |
| • School Fundraisers – TR | Bethann Cella |
| • School Fundraisers – WES | Ryan Ciavaglia |
| • T-Shirts Accounts | Ryan Ciavaglia/
Bethann Cella |
| • Wildcat Mentors | Ryan Ciavaglia |

b. Information Item[s]

- (1) Nutri-Serve Food Management Monthly Update – April, 2016 as attached.

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]

- (1) A safety grant through the New Jersey Schools Insurance Group in the amount of \$3,130.44.
- (2) A Maintenance Agreement with Northeast Services to perform Preventative Maintenance and repair services on an as needed basis in accordance with a contract issued by the State of New Jersey:
- HVAC Mechanic \$ 82.45 per hour
 - Electrician \$ 101.00 per hour
 - Plumber \$ 101.00 per hour
 - Controls Technician \$ 110.00 per hour

- (3) Disposal of the following obsolete and broken computer equipment:

Hardware Type	BOE Asset Tag/Serial #
Computer	1249
Computer	1231
Computer	1253
Computer	1230
Computer	1250
Printer	2005

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):

WATERFORD TOWNSHIP BOARD OF EDUCATION

COMMITTEE REPORTS (Continued)

June 15, 2016

- a. Action Item[s]
 - (1) Annual District Summary Progress Report 2015/2016 as attached.
 - (2) The renewal of insurance policies (to be distributed).
- b. Information Item[s]
 - (1) Wellness Policy Assessment Tool as attached.

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) Final contract approval for Daniel J. Fox, School Business Administrator/Board Secretary, for the 2016/2017 year pursuant to approval by the New Jersey Department of Education.
 - (2) Tuition reimbursement to Jason Eitner, per contract, in the amount of \$4,000 for two classes for the 2016/2017 school year. See attached.
 - (3) Julie Lyons to attend, *A Morning with Dr. Mike Schmoker*, in Cherry Hill on July 6, 2016 at a cost of \$80. See attached.
 - (4) John Lavell to attend, *K-12 Maker Ed Conference 2016*, at Rutgers University, New Brunswick on August 18 & 19, 2016 at a cost of \$285. See attached.
 - (5) Jason Eitner to attend New Jersey School Boards Association Convention in Atlantic City on October 25, 26 and 27, 2016 at a cost of \$184. See attached.

- b. Information Item[s]

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) Transfer Christine Manna from Waterford Elementary School to District-wide as the Math Coach.
 - (3) Transfer Ashley Power from Atco Elementary to District-wide as the Title I /Aide Coach.

WATERFORD TOWNSHIP BOARD OF EDUCATION

COMMITTEE REPORTS (Continued)

June 15, 2016

- (4) The following substitute nurse for the remainder of the 2015/2016 school year pending completion of the necessary paperwork: Stephanie Reilly.
- (5) Accepting, with regret, the retirement letter of Randee Mateo, Occupational Therapist, effective July 1, 2016.
- (6) The following certified staff transfers:

Name	From	To	Voluntary/ Involuntary
Elizabeth Scola	TR Media Specialist	WE Media Specialist	Voluntary
Deborah Share	WE Media Specialist	TR Media Specialist	Involuntary
Tina Kennevan	TR Teacher	WE Teacher	Voluntary

- (7) The following personnel for employment in the Extended School Year Program:

Name	Position	Salary/Hr.	Hours
Karen Litchko	PSD Teacher	\$ 61.37	8:30 a.m.– 12:30 p.m.
Kelly Walsh	LLD Teacher	\$ 58.37	8:30 a.m.– 12:30 p.m.
Deborah McCarthy	Nurse	\$ 57.99	8:30 a.m.– 12:30 p.m.
Lori Whitfield	Speech Teacher	\$ 70.16	8:30 a.m.– 12:30 p.m.
Gabriele Magner	MD Teacher	\$ 42.60	8:30 a.m.– 12:30 p.m.
Lindsay Hickman	LLD Teacher	\$ 48.99	8:30 a.m.– 12:30 p.m.
Carley Mason	Autism Teacher	\$ 45.11	8:30 a.m.– 12:30 p.m.
Helene Caruso	Instructional Aide	\$ 15.67	8:45 a.m.– 12:15 p.m.
Gabrielle Holwell	Instructional Aide	\$ 10.98	8:45 a.m.– 12:15 p.m.
Frank Ambroselli	Instructional Aide	\$ 10.39	8:45 a.m.– 12:15 p.m.
Sherri Stites	Instructional Aide	\$ 13.13	8:45 a.m.– 12:15 p.m.
Lorean Foster	Instructional Aide	\$ 13.40	8:45 a.m.– 12:15 p.m.
Deborah Fadako	Instructional Aide	\$ 10.39	8:45 a.m.– 12:15 p.m.

- (8) Trish Chance to be reassigned to the Summer Curriculum – ELA Committee - Grade 6 - Revising 4-6 Writing Curriculum and Finishing Year-at-a-Glance. This will add an additional 3 days to her original assignment (3 days, 3.5 committees); additional cost - \$262.50. The total expense for all summer curriculum writing as revised is \$8,925.00, paid out of Curriculum Account #11-000-221-104-01-05.
- (9) Candice Michelini to attend ELA curriculum development and revision with Hammonton High School on June 23-24 & 27-28 to improve curricular articulation in preparation for district summer curriculum writing. Attendance dates and times will vary dependent upon Hammonton’s ELA agenda, relevant to our curricular planning, not to exceed 15 hours (Maximum cost would be \$375) to be paid out of Curriculum Account #11-000-221-104-01-05.
- (10) To move Dana King to Step 4MA of the certified staff salary guide, \$57,728, effective September 1, 2016 in recognition of the attainment of a Master’s Degree.

WATERFORD TOWNSHIP BOARD OF EDUCATION

COMMITTEE REPORTS (Continued)

June 15, 2016

- (11) I&RS Committee members to be trained on June 27 and 28, 2016 for a total of 10 hours. The cost of the training is part of the district's ETTT hours. Teachers will be paid at the hourly rate (10 hrs x \$25/hr x 18 teachers = \$4,500). See 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) Accepting, with regret, the retirement letter of Anna Norkus, Non-Instructional & SACC Aide, effective June 30, 2016.
- (2) Accepting, with regret, the resignation letter of Shirley Brown, Non-Instructional Aide, effective June 22, 2016.
- (3) The following non-certified staff transfers:

Name	From	To	Voluntary/ Involuntary
Elizabeth Seth	TR Media Clerk	WE Media Clerk	Voluntary
Connie McCusker	WE Media Clerk	TR Media Clerk	Involuntary

- (4) The full time contract of Jill Emmons through July 31, 2016 in order to complete the close out process of the School Aged Child Care (SACC) program.
- (5) Contracts for classroom aides per the attached list.

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]
- 2. Information Item[s]

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]

WATERFORD TOWNSHIP BOARD OF EDUCATION

COMMITTEE REPORTS (Continued)

June 15, 2016

- a. Purchase of 60 Apple I pads and 2 carts in the amount of \$38,876.90. (PO #17-0078)
- b. EIRC-Connect for Internet Service for the 2016/2017 school year in the amount of \$36,000. (PO #17-0080)
- c. EIRC Tech Staffing Service for the 2016/2017 school year in the amount of \$61,500. (PO #17-0081)
- d. Purchase of Wifi equipment and installation services from CDW-G in the amount of \$47,233.95. (PO #17-0077)

2. Information Item[s]

G. 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*

VIII. OLD BUSINESS

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

IX. NEW BUSINESS

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

- 1. Repaving of Lancaster Lane with Township

X. MEETING OPEN TO THE PUBLIC

XI. MEETING ADJOURNED _____

Reminder: Deadline for information for the July 20, 2016 board meeting is WEDNESDAY, JULY 13, 2016. All information should be submitted in writing.