

WATERFORD TOWNSHIP BOARD OF EDUCATION



BOARD MEETING MINUTES

NOVEMBER 16, 2016

I. MEETING CALLED TO ORDER – 6:01 p.m.

A. FLAG SALUTE

B. ROLL CALL

Members Present: Terri Chiddenton, Fran DiRocco, Carol Friant, Dan Hoover, Kim Hurley, Roseanna Iles, Eva Suriani [arrived 6:05 p.m.], Robert Walsh, Maria Yeatman

Members Absent: None

Others Present: Daniel J. Fox, School Business Administrator/Board Secretary;
Howard Long, Jr., Solicitor

C. MOTION TO APPROVE BUSINESS NOT ANTICIPATED AT THE TIME OF THE AGENDA PURSUANT TO BOARD POLICY

A motion was made by Carol Friant, seconded by Robert Walsh and carried by unanimous consent to approve emergency items to be added to the agenda – One addendum (Personnel – Teaching Staff Members; Personnel - Support Staff Members)

D. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION

A motion was made by Maria Yeatman, seconded by Robert Walsh and carried by unanimous consent to adjourn to closed session, 6:03 p.m.

E. MOTION TO APPROVE THE RETURN TO OPEN SESSION

A motion was made by Carol Friant, seconded by Eva Suriani and carried by unanimous consent to return to open session, 7:30 p.m.

F. MISSION STATEMENT

Kim Hurley read the Board's Mission Statement.

II. SUPERINTENDENT'S REPORT

1. Action Item(s)

A motion was made by Roseanna Iles, seconded by Kim Hurley and carried by unanimous consent to approve the following:

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
10/11/16	WES	2:15 p.m.	Fire	334	87
10/12/16	TR	2:28 p.m.	Fire	247	50
10/13/16	Atco	1:30 p.m.	Fire	203	52
10/17/16	WES	10:50 a.m.	Bomb Evacuation Drill	338	87
10/26/16	TR	11:00 am.	Active Shooter	228	50
10/27/16	Atco	9:45 a.m.	Shelter-in-Place	199	55

III. **MOTION TO OPEN THE MEETING TO THE PUBLIC.** A motion was made by Kim Hurley, seconded by Roseanna Iles and carried by unanimous consent to approve opening the meeting to the public. No one from the public addressed the board at this time.

IV. **MOTION TO CLOSE THE MEETING TO THE PUBLIC.** A motion was made by Carol Friant, seconded by Maria Yeatman and carried by unanimous consent to approve closing the meeting to the public.

V. **MINUTES**

A motion was made by Kim Hurley, seconded by Carol Friant and carried by unanimous consent to approve the following:

- | | | | |
|----|------------------------------|---|------------------|
| 1. | Work Session | - | October 12, 2016 |
| 2. | Closed Session – as redacted | - | October 19, 2016 |
| 3. | Board Meeting | - | October 19, 2016 |

VI. **COMMITTEE REPORTS**

A. **EDUCATION & PUBLIC RELATIONS**

1. **PROGRAM (2000)**

a. Action Item(s)

A motion was made by Kim Hurley, seconded by Roseanna Iles and carried by unanimous consent to approve the following:

- (1) K-3, 5-6 Social Studies curriculum (4th grade still under development, as there were no 4th grade teachers present on the summer curriculum committee.)
- (2) November 17, 2016, 4-5 p.m., GO Math Articulation Meeting with pilot teachers (Maximum participants, depending on how many pilot teachers can attend: 15 x \$25 = \$375) to be paid out of Curriculum Account #11-000-221-104-01-05.

2. **PUPILS (5000)**

a. Action Item(s)

A motion was made by Fran DiRocco, seconded by Roseanna Iles and carried by unanimous consent to approve the following:

- (1) The out-of-district placement of student #6113781314 at Pineland Learning Center for the 2016/2017 school year. The student is residing in a group home in the district and is the financial responsibility of the Lower Cape May School District.

• School Year Tuition	\$280.46 per diem (164 days)
• Total	\$45,995.44

- (2) The out-of-district placement for student #6887718047 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 Hamilton Township School District (Steinert High School).

• School Year Tuition	\$118.73 per diem (180 days)
• Total	\$21,371.40

- (3) Holiday Shop at the Thomas Richards School on December 5, 6 and 7, 2016 from 9:00 a.m. to 3:30 p.m., hosted by the WTH&SA in the Media Center.
- (4) The following fundraisers for the Waterford Township Home & School Association:
 - November 18, 2016 – November Fun Night
 - November 17-23, 2016 – Pretzel Sales (Atco/TR) / Snack Cart (WES)
 - December 2, 2016 – Winter Wonderland
- (5) Barnes & Noble fundraising event, Route 73, Marlton on December 13, 2016 from 6-9 p.m. Proceeds to be used to purchase books for the Waterford Township School District Summer Literacy Program, district effort to combat “Summer Slide.”
- (6) Sixth grade class trip to Hershey Park is scheduled for Wednesday, May 31, 2017 and to waive the portion of Policy #5850 which requires that Class Trips occur outside of the 180 day school year. A waiver is allowed in accordance with Bylaw #0131. Transportation costs and park tickets are being paid for by the WTH&SA.

3. COMMUNITY (9000)

- a. Action Item(s) – No action at this time.

B. BUSINESS

1. FINANCE (6000)

- a. Action Item(s)

A motion was made by Carol Friant, seconded by Fran DiRocco and carried by unanimous roll call vote to approve the following:

- (1) Expense Account Adjustment Analysis (Account transfers) as attached.
- (2) Payment of Bills and Claims as attached.
 - November Bill List \$ 92,665.24
 - November Bill List - #2 \$ 1,262,668.12
 - Health Benefits 93,703.32
 - Total \$ 1,356,371.44
 - Nutri-Serve \$ 39,479.88
 - NAP Check (Petty Cash) 125.00
- (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 September, 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 September, 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 September 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 of 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) Expense Account Adjustment for June, 2016 as attached.

(9) An amendment to the Flexible Benefit Plan as of July 1, 2016.

2. PROPERTY (7000)

a. Action Item(s)

A motion was made by Robert Walsh, seconded by Fran DiRocco and carried by unanimous consent to table Items #2 and #3 and to approve the following:

(1) The Annual Maintenance Budget Amount and Comprehensive Maintenance Plan for the 2017/2018 school year.

3. OPERATIONS (8000)

a. Action Item(s) – No action at this time.

C. PERSONNEL

1. ADMINISTRATION (1000)

a. Action Item(s)

A motion was made by Maria Yeatman, seconded by Robert Walsh and carried by unanimous roll call vote [Kim Hurley abstained on Item #4] to approve the following:

(1) A job description for Supervisor of Gifted and Talented Programs as attached.

(2) Patrick Davidson as the Supervisor of Gifted and Talented Programs.

(3) The revised job description for Supervisor Title I/RTI as attached.

(4) Daniel Fox to attend the Governmental Finance Officers Association Annual Conference in Denver, CO, from Friday, May 19, 2017 to Wednesday, May 24, 2017 at a projected expense of \$2,800, as attached.

2. TEACHING STAFF MEMBERS (3000)

a. Action Item(s)

A motion was made by Dan Hoover, seconded by Roseanna Iles and carried by unanimous roll call vote [Kim Hurley abstained on Item #2] to approve the following:

(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:

- Melissa Eisele
- Elisa Vitarelli
- Megan McCullough

- (3) Motion to hire Brittany Tirro as a long-term substitute teacher for Employee #4607 beginning January 1, 2017 and concluding on April 30, 2017. Salary: Step 1BA of the Teachers' Salary Guide, \$51,801 prorated.
- (4) To create position TCH-BD-06-01 (Behavioral Disabilities) and to transfer Colleen Garretson into it retroactive to September 1, 2016.
- (6) Motion to hire Katherine Bradley as a long-term substitute teacher for Employee #4610 beginning December 6, 2016 and concluding on March 29, 2017. Salary: Step 1BA of the Teachers' Salary guide, \$51,801 prorated. This is pending completion of the fingerprinting process with the state approved agency and medical clearance.
- (7) Katherine Steet for employment as a special education teacher at the Waterford Elementary School. Salary: Step 1BA of the Teachers' Salary Guide, \$51,801 prorated. This is a new position due to the high enrollment of special education students. This is pending completion of the fingerprinting process with the state approved agency and medical clearance. [UPC: TCH-LD-06-01]

A motion was made by Dan Hoover, seconded by Kim Hurley and carried by unanimous roll call vote to approve tabling Item #5.

3. SUPPORT STAFF MEMBERS (4000)

a. Action Item(s)

A motion was made by Roseanna Iles, seconded by Robert Walsh and carried by unanimous roll call vote to approve the following:

- (1) To revise the daily rate of pay for Non-Instructional Aides (Cafeteria aides) from \$75.00 per day to \$31.25 per day.
- (2) Teddy Hamrick as a substitute Maintenance Mechanic for the remainder of the 2016/2017 school year pending completion of the necessary paperwork.
- (3) The following instructional aide substitutes for the remainder of the 2016/2017 school year pending completion of the necessary paperwork:
 - Laura Higgins
 - Patricia Schneider
- (4) To revise the hourly rate of pay for Maintenance Mechanic substitutes from \$12.50 per hour to \$15.00 per hour.
- (5) To create position AID-BD-06-01 (Behavioral Disabilities) and to transfer Amy Unger into it retroactive to September 1, 2016.
- (6) Correction to the salary of Ashley Kowalski, Media Clerk at the Thomas Richards School, to be \$18.03 per hour, 5.5 hours per day, 180 days per year.
- (7) To create a Part-time Instructional Aide position at the Atco Elementary School. Salary will be Step 1 of the Instructional Aides' Salary Guide, \$10.39 per hour. This is a new position based upon a student's IEP. [UPC: AID-SS-EX-02]

D. POLICY COMMITTEE

1. Action Item(s)

A motion was made by Kim Hurley, seconded by Maria Yeatman and carried by unanimous consent to approve the following:

- a. The following new/revised policies as attached (second reading):
 - Policy #3216 – Dress and Grooming
 - Policy #4216 – Dress and Grooming
- b. The following new/revised policy as attached (first reading):
 - Policy #7422 – School Integrated Pest Management Plan

E. BYLAWS (0000)

1. Action Item(s) – No action at this time.

F. TECHNOLOGY

Robert Walsh gave an oral report.

G. BUDGET

1. Action Item(s)

A motion was made by Dan Hoover, seconded by Kim Hurley and carried by unanimous consent to approve the following:

- a. Statement of Priorities – 2017/2018 Budget as attached.

H. REPORTS

1. Legislation – Dan Hoover gave an oral report.
2. Camden County School Boards Association – Maria Yeatman advised that there is a meeting next month.
3. New Jersey School Boards Association – Terri Chiddenton advised that there is a meeting on December 10, 2016.
4. Camden County Educational Services Commission – Kim Hurley advised there is no report at this time.
5. Hammonton – Terri Chiddenton gave an oral report.
6. Board President – Terri Chiddenton gave an oral report.

VII. OLD BUSINESS

- A. Action Item[s] – No action at this time.

VIII. NEW BUSINESS

- A. Action Item[s] – No action at this time.

IX. MOTION TO OPEN THE MEETING TO THE PUBLIC. A motion was made by Dan Hoover, seconded by Kim Hurley and carried by unanimous consent to approve opening the meeting to the public. The following people addressed the board at this time:

Janelle Bellina – Evening conferences – Change in Contract.

X. MOTION TO CLOSE THE MEETING TO THE PUBLIC. A motion was made by Maria Yeatman, seconded by Carol Friant and carried by unanimous consent to close the meeting to the public.

XI. MEETING ADJOURNED

A motion was made by Maria Yeatman, seconded by Kim Hurley and carried by unanimous consent to adjourn, 8:05 p.m.

Daniel J. Fox
School Business Administrator/Board Secretary

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