

WATERFORD TOWNSHIP BOARD OF EDUCATION



BOARD MEETING MINUTES

SEPTEMBER 21, 2016

I. MEETING CALLED TO ORDER – 6:05 p.m.

A. FLAG SALUTE

B. ROLL CALL

Members Present: Terri Chiddenton, Fran DiRocco, Carol Friant, Dan Hoover, Kim Hurley, Roseanna Iles, Eva Suriani, Robert Walsh, Maria Yeatman

Members Absent: None

Others Present: Jason M. Eitner, Superintendent; 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 Roseanna Iles and carried by unanimous consent to approve emergency items to be added to the agenda – One addendum (Closed Session – Litigation; Superintendent's Report; Education & Public Relations – Program; Personnel – Teaching Staff Members; Personnel - Support Staff Members; Policy)

D. CLOSED SESSION

A motion was made by Kim Hurley, seconded by Maria Yeatman and carried by unanimous consent to adjourn to closed session, 6:10 p.m.

E. MOTION TO APPROVE THE RETURN TO OPEN SESSION

A motion was made by Roseanna Iles, seconded by Maria Yeatman and carried by unanimous consent to return to open session, 7:40 p.m.

F. MISSION STATEMENT

Carol Friant read the Board's Mission Statement.

II. SUPERINTENDENT'S REPORT

1. Action Item(s)

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

a. The Fire/Security Drill Log as follows:

Date	School	Time	Type of Drill	Number of Students	Number of Staff
8/11/16	WES	12:35 p.m.	Lockdown	57	25

b. Public Education Channel on Fios TV.

c. Harassment, Intimidation & Bullying (HIB) Self-Assessment for the 2015/2016 school year as attached.

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 Fran DiRocco, seconded by Roseanna Iles and carried by unanimous consent to approve closing the meeting to the public.

V. **MINUTES**

A motion was made by Carol Friant, seconded by Robert Walsh and carried by unanimous consent [Eva Suriani and Maria Yeatman abstained] to approve the following:

- | | | | |
|----|------------------------------|---|-----------------|
| 1. | Closed Session – as redacted | - | August 17, 2016 |
| 2. | Board Meeting | - | August 17, 2016 |

VI. **COMMITTEE REPORTS**

A. **EDUCATION & PUBLIC RELATIONS**

1. **PROGRAM (2000)**

a. Action Item(s)

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

- (1) The following curriculum for adoption: World Language and Technology.
- (2) AM Preschool Class Trip to Russo's Fruit and Vegetable Farm, 299 Flyatt Road, Tabernacle, on Friday, October 21, 2016. Departure time will be 9:05 a.m. and return time, 11:25 a.m. Admission cost of \$306.00 (\$8.50 per student) and Transportation cost of \$112.50 will be paid out of the Thomas Richards School budget.
- (3) PM Preschool Class Trip to Russo's Fruit and Vegetable Farm, 299 Flyatt Road, Tabernacle, on Friday, October 21, 2016. Departure time will be 1:00 p.m. and return time, 3:15 p.m. Admission cost of \$263.50 (\$8.50 per student) and Transportation cost of \$87.50 will be paid out of the Thomas Richards School budget.

2. **PUPILS (5000)**

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

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 Roseanna Iles 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.

• August – Utility	\$34,079.77
• August – Bank Loan	14,330.52
• September – 1 st List	21,927.09
• September – 2 nd List	\$664,866.61
• Health Benefits	<u>173,646.55</u>
Total	\$838,513.16

- (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 July, 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 July, 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 July 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 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) A Tuition Contract Agreement with Camden County Technical Schools to educate 16 students at a unit cost of \$3,138 for a total cost of \$50,208.

2. PROPERTY (7000)

a. Action Item(s)

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

- (1) Acceptance of a proposal from Jefferis Engineering Associates, LLC to provide Design Phase Services and Bidding and Construction Phase Services at an estimated total of \$16,600 for Phase I on the drainage improvements at Waterford Elementary School as attached.

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 an 8 "Yes," 1 abstained vote [Voting "Yes": Terri Chiddenton, Fran DiRocco, Carol Friant, Dan Hoover, Roseanna Iles, Eva Suriani, Robert Walsh, Maria Yeatman; Abstained: Kim Hurley] to approve the following:

- (1) Daniel Fox to attend the attached list of 2016/2017 NJASBO Monthly Professional Development meetings.
- (2) 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.
- (3) A revised job description for the Supervisor of Basic Skills/RTI 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 to approve the following:

- (1) Travel Expenditure Resolution as attached.
- (2) Accepting, with regret, the retirement letter of Teri Kakaley, School Social Worker, effective November 1, 2016. [UPC: CST-SS-00-04]
- (3) To adjust the starting date of long-term substitute Brittany Tirro from September 19, 2016 to September 1, 2016 due to Employee #4396 beginning her Leave of Absence as of September 1, 2016.
- (4) The following instructional substitute for the 2016/2017 school year: Rosemarie Bieniakowski.
- (5) A revised job description for the School Social Worker as attached.
- (6) To move Dana Tonrey to Step 5BA+15 of the Certified Staff Salary Guide for the 2016/2017 school year, \$55,678 prorated, effective October 1, 2016.
- (7) Session One Club Advisors as follows:

Waterford Elementary School:
Mr. Ambroselli and Mr. Cohen – Sports and Fitness
Mr. Cohen – Games Club
Mrs. Tonrey – Photography Club
Mrs. Johnson – Lego Club
Ms. Gibbins – Chorus Club
Mrs. Scola and Mrs. Borman – STEM Club
Mrs. Borman and Mrs. Scola – Wonder League Robotics

Thomas Richards School:
Mr. Ambroselli and Mr. Cohen – Sports and Fitness
Mrs. Johnson – Lego Club
Mr. Hayden – Environmental Club
Ms. Share – The Amazing Technology Club
Ms. Magner – Games Club
- (8) To move Chelsea Macauley to Step 2BA+15 on the Certified Staff Salary Guide, \$53,778 prorated, effective October 1, 2016.
- (9) A resolution approving a Leave of Absence for Employee #4607 effective January 1, 2017.
- (10) A resolution approving a Leave of Absence for Employee #4144 effective September 26, 2016.

3. SUPPORT STAFF MEMBERS (4000)

a. Action Item(s)

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

- (1) Accepting, with regret, the resignation letter of Christina Coulter, Instructional Aide, effective September 1, 2016. [UPC: AID-GE-01-02]
- (2) Stacey Brudon for employment as a Part-time Instructional Aide at the Atco Elementary School effective September 22, 2016. Salary: Step 1 of the Instructional Aides' Salary Guide, \$10.39 per hour, 5.5 hours per day, 185 days per year. This position is due to the resignation of Christine Coulter. [UPC; AID-GE-01-02]
- (3) To adjust the base salary of Nancy Gibbins to \$35,367, prorated, annually, \$21.05 hourly, effective October 1, 2016.
- (4) To adjust the base salary of Terri Tait to \$52,172, prorated, annually, \$31.05 hourly, effective October 1, 2016.
- (5) A revised job description for the Payroll/Accounting Secretary as attached.
- (6) To move Mary (Jenn) Laute from Step 6 on the Media Clerks' Salary Guide (\$18.57 per hour) to Step 16 (\$25.06 per hour) effective September 1, 2016. Jenn was transferred from an Aide to a Media Clerk at a time when transfers went back to Step 1. Others have followed and were not reduced to Step 1.
- (7) A revised job description for the Basic Skills/RTI/School Choice Coordinator as attached.
- (8) Maryann McConnell for employment as a Part-time Instructional Aide at the Atco Elementary School effective (Starting date to be determined). Salary: Step 3 of the Instructional Aides' Salary Guide, \$10.49 per hour, 5.5 hours per day, 185 days per year. This position is the result of the resignation of an aide. This is pending completion of the fingerprinting process with the state approved agency. [UPC: AID-GE-01-02]
- (9) Elizabeth Seth for employment as a Part-time Media Clerk at the Waterford Elementary School effective September 22, 2016. Salary: Step 9 of the Media Clerks' Salary Guide, \$19.35 per hour, 5.5 hours per day, 180 days per year. [UPC: AID-LB-06-01]
- (10) Andrea LaFontaine for employment as a Payroll/Accounting Secretary at the Waterford Elementary School effective (Starting date to be determined). Salary: Step 1 of the Secretarial Salary Guide, \$15.94 per hour, 7 hours per day, 240 days per year. This is pending completion of the fingerprinting process with the state approved agency and medical clearance. [UPC: SEC-CS-00-03]
- (11) The following instructional aide substitutes for the remainder of the 2016/2017 school year pending completion of the necessary paperwork:
 - Katie Cunningham
 - Laura Higgins
 - Anthony Kuzan
 - Jenniene Peeler
 - Heather Raco
 - Cynthia Trinkle
 - Kimberly Valentino

D. POLICY COMMITTEE

1. Action Item(s)

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

a. The following new/revised policies as attached (second reading):

- Policy #2210 – Curriculum Development
- Policy #2230 – Course Guides
- Policy #6620 – Petty Cash

b. The following new/revised policies as attached (first reading):

- Policy #0174 – Legal Services, as revised
- Policy #2510 – Adoption of Textbooks
- Policy #3159 – Teaching Staff Member/School District Reporting Responsibilities

E. BYLAWS (0000)

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

F. TECHNOLOGY

1. Information Item(s) – Robert Walsh gave an oral report.

G. REPORTS

1. Legislation – Dan Hoover gave an oral report.
2. Camden County School Boards Association – Maria Yeatman reported the next meeting will be in October.
3. New Jersey School Boards Association – Terri Chiddenton reported the next meeting will be in November.
4. Camden County Educational Services Commission – 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 Roseanna Iles, seconded by Kim Hurley and carried by unanimous consent to approve opening the meeting to the public. No one from the public addressed the board at this time.

X. MOTION TO CLOSE THE MEETING TO THE PUBLIC. A motion was made by Maria Yeatman, seconded by Roseanna Iles and carried by unanimous consent to approve closing the meeting to the public.

XI. MEETING ADJOURNED

A motion was made by Carol Friant, seconded by Roseanna Iles and carried by unanimous consent to adjourn, 8:15 p.m.

Daniel J. Fox
School Business Administrator/Board Secretary

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