

WATERFORD TOWNSHIP BOARD OF EDUCATION

**NOTICE OF MEETING: PUBLIC HEARING ON THE BUDGET AND
REGULAR BOARD MEETING – April 26, 2017
WATERFORD ELEMENTARY SCHOOL
6:00 P.M. - Closed Session to be followed by
Regular Meeting, no later than 7:00 p.m.**

I. MEETING CALLED TO ORDER _____

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 – Dan Hoover**

**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 – Volunteer Appreciation – Dr. Brenda Harring**
- III. PRESENTATION – Gifted and Talented Update – Patrick Davidson**
- IV. PRESENTATION – T-Shirt Winners – Terri Chiddenton, Environmental Commission**
- V. PUBLIC HEARING ON THE 2017/2018 BUDGET – Presentation by Dr. Brenda Harring/Daniel J. Fox**
- VI. SUPERINTENDENT’S REPORT – Dr. Brenda Harring**

WATERFORD TOWNSHIP BOARD OF EDUCATION

COMMITTEE REPORTS (Continued)

April 26, 2017

The Interim 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
3/8/17	TR	1:40 p.m.	Fire	211	47
3/17/17	WES	1:45 p.m.	Fire	325	72
3/21/17	TR	10:20 a.m.	Lockdown	222	50
3/29/17	Atco	10:15 a.m.	Fire	200	53
3/29/17	WES	10:00 a.m.	Tornado Drill	332	71
3/30/17	Atco	11:40 a.m.	Active Shooter	195	53

- 2. Information Item[s]
 - a. Monthly District Report – March, 2017, as attached.
 - b. Attached you will find the following:
 - Menu – April, 2017
 - Highlights – April, 2017
 - Enrollment – March, 2017

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

VIII. MOTION TO CLOSE THE MEETING TO THE PUBLIC

IX. MINUTES

- 1. Work Session - March 8, 2017
- 2. Closed Session – as redacted - March 15, 2017
- 3. Board Meeting - March 15, 2017

X. COMMITTEE REPORTS

A. EDUCATION & PUBLIC RELATIONS

- 1. PROGRAM (2000) – *Terri Chiddenton / Roseanna Iles / Dan Hoover*

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

- a. Action Item[s]

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COMMITTEE REPORTS (Continued)

April 26, 2017

- (1) The 2017/2018 school year calendar as attached.
- (2) Adoption of Building Blocks of Science (Carolina) for Kindergarten through Grade 5, to be implemented in 2017/2018 school year. Cost: \$27,395.55. See attached quote.
- (3) AM & PM Preschool Field Trip to Woodford Cedar Run Wildlife Refuge, 4 Saw Mill Road, Medford on June 9, 2017. AM students will depart the school at 9:10 a.m., board the bus to return at 10:50 a.m. and arrive back to school at 11:25 a.m. PM students will depart the school at 1:10 p.m., board the bus to return at 2:45 p.m. and arrive back to school at 3:15 p.m. Total admission costs for AM (\$260) and PM (\$132) will be \$392, (PO #17-1361) and transportation costs for the AM & PM trip will be \$225 (PO #17-1367). Both will be paid from the Thomas Richards School budget.

b. Information Item[s]

- (1) A letter of interest has been submitted to participate in the Rutgers University National Institute for Early Education Research (NIEER) K-3 Research and PD Opportunity. The NJ DOE, in partnership with the NIEER, is accepting submissions for a Research and Professional Development Opportunity to K-3 educators across the state. The purpose of this project is to examine classrooms in K-3 to achieve an aggregate look at early education instructional practices. This information will guide future PD opportunities offered through the DOE. District selection will occur between March-May 2017.

2. PUPILS (5000) – Dan Hoover / Terri Chiddenton / Roseanna Iles

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

a. Action Item[s]

- (1) Acceptance of a 3rd grade tuition student, #4829833051, from Hammonton Public Schools. The tuition charged will be \$119.40 per diem and will be paid by Hammonton Schools. Hammonton does not have an appropriate placement for this student. Revenue for the district based on 67 days of attendance will be \$7,999.80
- (2) The out-of-district placement for student #1061561767 in the Hammonton School District ICR Program. The student is residing in a group home in our district. The home district of the student, Woodbridge, will reimburse Waterford for costs.
 - School Year Tuition \$67.69 per diem (180 days)
 - Total \$11,845.75
- (3) Acceptance of a 6th grade tuition student, #3665187983, from Egg Harbor Township Public Schools. The tuition charged will be \$21,154.56 and will be paid by Egg Harbor Township Schools. Revenue for the district based on prorated tuition for 112 days will be \$21,154.56.

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COMMITTEE REPORTS (Continued)

April 26, 2017

- (4) The out-of-district placement for student #2992785938 in the 11th grade at Hammonton High School. The student is residing in a group home in our district. The home district of the student, Winslow Township, will reimburse Waterford for costs. Tuition is based on a start date of October 17, 2016 through June 30, 2017.
 - School Year Tuition \$10,424.26
- (5) The out-of-district placement for student #8595775436 in the 10th grade at Hammonton High School. The student is residing in a group home in our district. The home district of the student, Winslow Township, will reimburse Waterford for costs. Tuition is based on a start date of October 17, 2016 through June 30, 2017.
 - School Year Tuition \$10,424.26
- (6) The out-of-district placement for student #5431107935 in the 7th grade at Hammonton Middle School. The student is residing in a group home in the district. The home district of the student, Winslow Township, will reimburse Waterford for costs. Tuition is based on a start date of November 3, 2016 through February 15, 2017.
 - School Year Tuition \$3,722.40
- (7) A Tuition Contract Agreement with the Hammonton Board of Education to educate grades 7 & 8 students at a cost of \$2,393,447.
- (8) A Tuition Contract Agreement with the Hammonton Board of Education to educate grades 9 through 12 students at a cost of \$5,375,413.
- (9) A Special Education Tuition Contract Agreement with the Hammonton Board of Education to educate special education students in grades 7 through 12 at a cost of \$1,116,842.
- (10) A Tuition Contract Agreement with the Woodbridge Board of Education to educate student S.H. from September 14, 2016 through June 30, 2017 for a tentative charge of \$11,845.75 (175 days @ \$67.69 per diem).
- (11) A Tuition Contract Agreement with the Hammonton Board of Education to educate student S.H. from September 14, 2016 through June 30, 2017 for a tentative charge of \$11,845.75 (175 days @ \$67.69 per diem).
- (12) Sixth grade orientation at Hammonton Middle School on June 1, 2017. Waterford Elementary School is responsible for \$1,000 of the total cost of \$3,000. Transportation costs are \$825. Students will depart the Waterford Elementary School at approximately 9:15 a.m. and will board the bus for return at 2:30 p.m.
- (13) Waterford Elementary School Student Council to host an Alex's Lemonade Stand during the Spring Concert/Art Show event on May 11, 2017 at 7:00 p.m. "Curing Childhood Cancer, One Cup at a Time." The

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COMMITTEE REPORTS (Continued)

April 26, 2017

student council members will set up the lemonade stand using Country Time lemonade mix. Parents, students, and staff can make any kind of donation to receive a cup of lemonade. All proceeds will be donated to the Alex's Lemonade Stand Foundation. Student Council will also spread awareness by informing all donors about the cause.

b. Information Item[s]

- (1) Due to snow days, Field Day at the Atco Elementary School has been rescheduled from May 19, 2017 to June 13, 2017, with a rain date of June 16, 2017.
- (2) The Bucket Filler Jamboree will be held at the Atco Elementary School on May 11, 2017 for Grade 1, from 1:15 p.m.-2:00 p.m. and for Kindergarten, from 2:15 p.m.-3:00 p.m.
- (3) Grandparents Day at the Atco Elementary School will be held on April 28, 2017 for Grade 1 and May 5, 2017 for Kindergarten. Grandparents will be coming for lunch, which can be packed or purchased through Nutri-Serve, and do a small activity with each class.
- (4) Fifth grade Science Fair will be held on June 13, 2017 in the Waterford Elementary School cafeteria. The WTH&SA has agreed to purchase presentation boards for the students, who will work in pairs to create and present to parents, other grade levels and staff.

3. COMMUNITY (9000) – Roseanna Iles / Dan Hoover / Terri Chiddenton

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

a. Action Item[s]

b. Information Item[s]

- (1) Action Briefs – March 15, 2017 as attached.

B. BUSINESS

1. FINANCE (6000) – Bill Wilhelm / Michael Vitarelli / Robert Walsh

The Interim 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.

• April Bill List	\$56,081.29
• April Bill List #2	\$1,224,574.08
• Health Benefits	153,040.85
Total	\$1,377,614.93
• Nutri-Serve	\$22,324.93

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COMMITTEE REPORTS (Continued)

April 26, 2017

• Hand checks		
CCESC	\$	8,775.00
CDW		<u>4,831.50</u>
Total	\$	13,606.50

- (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 February, 2017, 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 February, 2017, 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 February 28, 2017 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 February, 2017 as attached.
- (9) A contract with Tri-State LED to retrofit the interior lighting at the Waterford Elementary School at a cost of \$88,788.18 and to lease the cost over 4 years. The estimated payback period is 44 months. The lighting upgrade is in accordance with a cooperative pricing agreement with the Educational Services Commission of New Jersey and the lease is through a cooperative pricing agreement with the Hunterdon County Educational Services Commission.
- (10) Resolution to amend the Waterford Township School District 403(b) Retirement Plan as attached. The purpose of this amendment is to permit Roth 403(b) contributions and the in-plan rollover of a Non-Roth Account to a Roth Account.
- (11) A contract for School Nursing Services with Bayada Home Health Care, Inc. to provide substitute nursing services as needed from July 1, 2017 through June 30, 2018 at a cost of \$55.00 per hour.

2. PROPERTY (7000) – Michael Vitarelli / Robert Walsh / Bill Wilhelm

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

- a. Action Item[s]

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COMMITTEE REPORTS (Continued)

April 26, 2017

- (1) To accept the donation of 6 Chromebooks from Trinity 3 Technology at an estimated value of \$1,500 to be used as loaners while devices are being repaired.
- (2) To accept the following quotes for lawn maintenance:
 - VJD Landscaping \$12,870.00
 - AC&K Irrigation \$15,987.00

And to award a contract for the 2017 calendar year to VJD Landscaping.

b. Information Item[s]

3. OPERATIONS (8000) – Robert Walsh / Bill Wilhelm / Michael Vitarelli

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

a. Action Item[s]

- (1) A transportation jointure with Northern Burlington County Regional School District to transport a student from a group home in Waterford to Archway Schools. Costs of \$5,861.94 will be reimbursed by Northern Burlington County Regional School District.
- (2) A 2016/2017 Joint Transportation Agreement with Woodbridge Board of Education in the amount of \$875.00.
- (3) To renew the food service management contract for Nutri-Serve Food Management, Inc. at a flat fee of \$28,420 for the 2017/2018 school year.
- (4) A 2017/2018 Student Transportation Contract Renewal with First Student at a cost of \$1,336,284. This is a .3% increase over the current year.

b. Information Item[s]

C. PERSONNEL

1. ADMINISTRATION (1000) – Dan Hoover / Al Pangia / Maria Yeatman

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

a. Action Item[s]

- (1) Rich Czyz to attend the 2017 National Principals' Conference in Philadelphia on July 9-11, 2017 at a projected cost of \$745.00. (PO #17-1338)
- (2) John Lavell to attend the Character Lab – 2017 Educator Summit – in Philadelphia on July 13-14, 2017 at a projected cost of \$100. (PO #17-1369)

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COMMITTEE REPORTS (Continued)

April 26, 2017

- (3) To register the Board of Education and administration for the NJSBA Workshop to be held in Atlantic City from October 23, 2017 through October 26, 2017.
- (4) Brenda Haring to attend the Spring Leadership Conference in Atlantic City on May 17-19, 2017 at a projected cost of \$575.00. (PO #17-1379)

b. Information Item[s]

2. TEACHING STAFF MEMBERS (3000) – *Al Pangia / Maria Yeatman / Dan Hoover*

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

a. Action Item[s]

- (1) Certified staff members for the 2017/2018 school year as attached.
- (2) Transfer of certified staff for the 2017/2018 school year as attached.
- (3) Travel Expenditure Resolution as attached.
- (4) Accepting, with regret, the retirement letter of Barbara Arena, Nurse at the Atco Elementary School, effective June 30, 2017.
- (5) Accepting, with regret, the retirement letter of Patricia Chiodi, 1st grade teacher at the Atco Elementary School, effective June 30, 2017.
- (6) Accepting, with regret, the retirement letter of Deborah Borrelli, Rtl Teacher at the Thomas Richards School, effective June 30, 2017.
- (7) Accepting, with regret, the retirement letter of Linda Clark, Speech/Language Specialist, effective June 30, 2017.
- (8) A resolution approving a Leave of Absence for Employee #4671 effective September 1, 2017 as attached.
- (9) The following instructional substitute for the remainder of the 2016/2017 school year pending completion of the necessary paperwork:
 - Lyn Luceri
 - Kelly Reynolds
- (10) Session 3 Club Advisors as follows:
 - At the Thomas Richards School -
 - Maggie Johnson (Lego Club)
 - Deborah Share (Technology)
 - Gabriele Magner (Games)
 - Barry Cohen & Frank Ambroselli (Sports & Fitness)
 - At the Waterford Elementary School –
 - Maggie Johnson (Lego Club)
 - Emma Gibbins (Chorus)
 - Frank Ambroselli & Barry Cohen (Sports & Fitness)
 - Jessica Borman & Betty Scola (Programming)

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COMMITTEE REPORTS (Continued)

April 26, 2017

- (11) Janelle Balfour, an Elementary Education Major from Rowan University, for Clinical Practice Placement for the Fall 2017 semester (9/5-12/21/17) with Mrs. Alex Handzus, Grade 2 teacher at the Thomas Richards School.
- (12) Tara Heffner, a student from Rowan University, for an Internship in School Psychology Placement for the Fall 2017 and Spring 2018 semester with Mrs. Kelly Herman, School Psychologist.

b. Information Item[s]

3. SUPPORT STAFF MEMBERS (4000) – Maria Yeatman / Dan Hoover / Al Pangia

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

a. Action Item[s]

- (1) To appoint Denise Niedoba as Accountant at an annual salary of \$55,000 (prorated) effective June 19, 2017. This is due to the retirement of Rebecca Galati.
- (2) A resolution approving a Leave of Absence for Employee #4134 effective March 21, 2017 as attached.
- (3) The following instructional aide substitute for the remainder of the 2016/2017 school year pending completion of the necessary paperwork:
 - Allison Hand

b. Information Item[s]

D. POLICY COMMITTEE – Terri Chiddenton / Dan Hoover / Kim Hurley

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

1. Action Item[s]

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

- Policy #0000.01 – Introduction
- Policy #0000.02 – Introduction – Bylaws, Policies & Regulations
- Policy #0168 – Recording Board Meetings
- Policy #1220 – Employment of Chief School Administrator
- Policy #1310 – Employment of School Business Administrator/Board Secretary
- Policy #2415.30 – Title I- Educational Stability for Children in Foster Care
- Policy #2418 – Section 504 of the Rehabilitation Act of 1973 – Students
- Policy #2431 – Athletic Competition
- Policy #2460 – Special Education
- Policy #2467 – Surrogate Parents and Foster Parents
- Policy #2622 – Student Assessment
- Policy #3111 – Creating Positions
- Policy #3125 – Employment of Teaching Staff Members
- Policy #3125.2 – Employment of Substitute Teachers

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COMMITTEE REPORTS (Continued)

April 26, 2017

- Policy #3126 – District Mentoring Program
- Policy #3141 – Resignation
- Policy #3144 – Certification of Tenure Charges
- Policy #3159 – Teaching Staff Member / School District Reporting Responsibilities
- Policy #3231 – Outside Employment as Athletic Coach
- Policy #5116 – Education of Homeless Children
- Policy #5305 – Health Services Personnel
- Policy #5330.04 – Administering an Opioid Antidote
- Policy #5339 – Screening for Dyslexia
- Policy #5350 – Student Suicide Prevention
- Policy #7481 – Unmanned Aircraft Systems (UAS also known as DRONES)
- Policy #8330 – Student Records
- Policy #8441 – Care of Injured and Ill Persons
- Policy #8630 – Bus Driver Responsibility
- Policy #9541 – Student Teachers / Interns

2. Information Item[s]

a. The following new/revised regulations as attached:

- Regulation #0000.03 - Introduction
- Regulation #1530 – Equal Employment Opportunity Complaint Procedure
- Regulation #2200 – Curriculum Content
- Regulation # 2340 – Field Trips
- Regulation #2411 – Guidance Counseling
- Regulation #2460 – Special Education
- Regulation #2460.1 – Special Education – Location, Identification, and Referral
- Regulation 2460.8 – Special Education – Free & Appropriate Public Education
- Regulation 2460.9 – Special Education – Transition From Early Intervention Programs to Preschool Programs
- Regulation #2460.15 – Special Education – In-Service Training Needs for Professional and paraprofessional Staff
- Regulation #3240 – Professional Development for Teachers and School Leaders

E. BYLAWS (0000) – Kim Hurley / Dan Hoover

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

1. Action Item[s]

- a. To rescind the Resolution of the Waterford Township Board of Education for New Jersey School Boards Annual Delegate Assembly Pertaining to Door Locking, approved on February 27, 2017.

2. Information Item[s]

F. TECHNOLOGY – Robert Walsh / Bill Wilhelm / Kim Hurley

1. Action Item[s]

- a. To enter into a contract with Comcast Business from July 1, 2017 through June 30, 2020 for Internet Provider Services at a cost of \$ 3,493 per month.

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COMMITTEE REPORTS (Continued)

April 26, 2017

- b. To enter into a contract with Comcast Business from July 1, 2017 through June 30, 2020 for Advanced Attack Response and Mitigation Services (DDOS) at a cost of \$510 per month (single incident) with a \$1,800 set up fee.

- 2. Information Item[s]

G. BUDGET – Terri Chiddenton / Dan Hoover / Bill Wilhelm

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

- 1. Action Item[s]

- a. A reduction in the 2017/2018 budget as attached.

- b. Be it resolved to approve the 2017/2018 school district budget as follows:

	<u>Tax Levy</u>	<u>Budget</u>
General Fund	\$13,684,332	\$27,445,291
Special Revenue Fund	--	413,520
Debt Service Fund	<u>38,920</u>	<u>38,920</u>
	<u>\$13,723,252</u>	<u>\$27,897,731</u>

- c. A Resolution to Approve the Maximum Travel Budget for the 2017/2018 school year as attached.

- 2. Information Item[s]

H. REPORTS

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

XI. OLD BUSINESS

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

XII. NEW BUSINESS

- A. Action Item[s]

WATERFORD TOWNSHIP BOARD OF EDUCATION

COMMITTEE REPORTS (Continued)

April 26, 2017

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 May 17, 2017 Board Meeting is
MONDAY, MAY 1, 2017. All information should be submitted in writing.**

DJF:tt
BoardAgenda.April26.2017