

WATERFORD TOWNSHIP BOARD OF EDUCATION



PUBLIC HEARING ON THE BUDGET & BOARD MEETING MINUTES

APRIL 26, 2017

I. MEETING CALLED TO ORDER – 6:06 p.m.

A. FLAG SALUTE

B. ROLL CALL

Members Present: Terri Chiddenton, Kim Hurley, Roseanna Iles, Al Pangia, Michael Vitarelli, Robert Walsh, Bill Wilhelm, Maria Yeatman

Members Absent: Dan Hoover (with cause)

Others Present: Dr. Brenda Harring, Interim Superintendent; Daniel J. Fox, School Business Administrator/Board Secretary; Howard Long, Solicitor

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

A motion was made by Maria Yeatman, seconded by Roseanna Iles and carried by unanimous consent to approve emergency items to be added to the agenda – One addendum (Education & Public Relations – Program; Personnel – Teaching Staff Members)

D. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION

A motion was made by Terri Chiddenton, seconded by Bill Wilhelm and carried by unanimous consent to adjourn to closed session, 6:11 p.m.

E. MOTION TO APPROVE THE RETURN TO OPEN SESSION

A motion was made by Al Pangia, seconded by Maria Yeatman and carried by unanimous consent to return to open session, 7:20 p.m.

F. MISSION STATEMENT

Terri Chiddenton read the Board's Mission Statement.

II. PRESENTATION – Volunteer Appreciation

Dr. Brenda Harring gave a presentation on the district's appreciation of volunteers.

III. PRESENTATION – Gifted and Talented Update

Patrick Davidson gave an update on the Gifted & Talented Program.

IIIA. PRESENTATION – Girl Scouts

Christine Besser from the Girl Scouts presented Patrick Davidson with an award.

IV. PRESENTATION – T-Shirt Winners

Terri Chiddenton presented certificates to the winners of the Environmental Committee's T-Shirt Contest.

V. PUBLIC HEARING ON THE 2017/2018 BUDGET

Dr. Brenda Haring and Daniel Fox gave a presentation on the 2017/2018 Waterford Township School District budget.

VI. SUPERINTENDENT'S REPORT

1. Action Item(s)

A motion was made by Al Pangia, seconded by Roseanna Iles 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
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

VII. MOTION TO OPEN THE MEETING TO THE PUBLIC. A motion was made by Roseanna Iles, seconded by Terri Chiddenton and carried by unanimous consent to approve opening the meeting to the public. The following people addressed the board at this time:

John Howarth – Congratulations on a good budget presentation; Congratulations to the Board of Education for a great budget.

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

IX. MINUTES

A motion was made by Roseanna Iles, seconded by Al Pangia and carried by unanimous consent [Maria Yeatman abstained on the March 15, 2017 Closed Session and Board Meeting minutes] to approve the following:

- 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)

a. Action Item(s)

A motion was made by Terri Chiddenton, seconded by Al Pangia and carried by unanimous consent to approve the following:

- (1) The 2017/2018 school year calendar as attached.

- (2) Adoption of Building Block of Science (Carolina) for Kindergarten through Grade 5, to be implemented in the 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.
- (4) To rescind motion a.(4) under Program on the December 21, 2016 agenda and approve the following:

A lease purchase agreement with Municipal Leasing Consultants, LLC. to provide GO MATH! materials for Kindergarten through Grade 5, to be implemented in the 2017/2018 school year. Total principal and interest will be \$58,315.41. This is due to a change in leasing company and a reduction of the principal amount of the lease.

2. PUPILS (5000)

a. Action Item(s)

A motion was made by Terri Chiddenton, seconded by Al Pangia and carried by unanimous consent to approve the following:

- (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.
- (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 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.

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 Bill Wilhelm, seconded by Michael Vitarelli 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.

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

a. Action Item(s)

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

- (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.

3. OPERATIONS (8000)

a. Action Item(s)

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

- (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.

C. PERSONNEL

1. ADMINISTRATION (1000)

a. Action Item(s)

A motion was made by Al Pangia, seconded by Terri Chiddenton and carried by unanimous roll call vote to approve the following:

- (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)
- (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 Harring to attend the Spring Leadership Conference in Atlantic City on May 17-19, 2017 at a projected cost of \$575.00. (PO #17-1379)

2. TEACHING STAFF MEMBERS (3000)

a. Action Item(s)

A motion was made by Al Pangia, seconded by Bill Wilhelm and carried by roll call votes as follows to approve the following:

Item #1 – Carried by a 6 “Yes,” 2 Abstained Vote – [Voting “Yes”: Terri Chiddenton, Kim Hurley, Roseanna Iles, Al Pangia, Robert Walsh, Maria Yeatman; Abstaining: Michael Vitarelli, Bill Wilhelm]

Item #2 – Carried by a 6 “Yes,” 2 Abstained Vote – [Voting “Yes”: Terri Chiddenton, Kim Hurley, Roseanna Iles, Al Pangia, Robert Walsh, Maria Yeatman; Abstaining: Michael Vitarelli, Bill Wilhelm]

Items #3-7, #9, #11-14 – Carried by unanimous roll call vote.

Item #8 – Carried by a 7 “Yes,” 1 Abstained Vote – [Voting “Yes”: Terri Chiddenton, Kim Hurley, Al Pangia, Michael Vitarelli, Robert Walsh, Bill Wilhelm, Maria Yeatman; Abstaining: Roseanna Iles]

Item #10 – Carried by a 7 “Yes,” 1 Abstained Vote – [Voting “Yes”: Terri Chiddenton, Kim Hurley, Roseanna Iles, Al Pangia, Michael Vitarelli, Robert Walsh, Maria Yeatman; Abstaining: Bill Wilhelm]

- (1) Revised - Certified staff members for the 2017/2018 school year as attached.
- (2) Revised - 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)
- (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.
- (13) Preventing "Summer Slide" Family Night for parents/family will be held at the Waterford Elementary School on May 23, 2017 from 7:00-8:30 p.m. Parents and children will be invited to an evening of activities and information geared toward keeping children's skills sharp in math and ELA during the summer break. Thirteen (13) teachers will work various stations and be compensated for 2 hours of their time, 6:45-8:45 p.m. The total cost will be \$650 and be paid out of Curriculum Account #11-000-221-104-01-05. The following teachers will be working the event: Candice Michelini, Ashley Power, Christine Manna, Christine Harris, Georgiann Raso, Carla Brown, Deb Share, Alex Handzus, Mary Campanella, Jamie Stephan, Barry Cohen, Chelsea Macauley and Dan Bittner.
- (14) To uphold the Superintendent's decision not to renew an employment contract with Employee #4663.

3. SUPPORT STAFF MEMBERS (4000)

a. Action Item(s)

A motion was made by Maria Yeatman, seconded by Terri Chiddenton and carried by unanimous roll call vote to approve the following:

- (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

D. POLICY COMMITTEE

1. Action Item(s)

A motion was made by Kim Hurley, seconded by Al Pangia and carried by unanimous consent to approve tabling Policies #0168, #2431, #2622, #5330.04 and #8441.

A motion was made by Kim Hurley, seconded by Maria Yeatman and carried by unanimous consent to approve Policy #2622 – Student Assessment (first reading) with the language amended.

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

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

- Policy #0000.01 – Introduction
- Policy #0000.02 – Introduction – Bylaws, Policies & Regulations
- 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 #2460 – Special Education

- Policy #2467 – Surrogate Parents and Foster Parents
- Policy #3111 – Creating Positions
- Policy #3125 – Employment of Teaching Staff Members
- Policy #3125.2 – Employment of Substitute Teachers
- 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 #5339 – Screening for Dyslexia
- Policy #5350 – Student Suicide Prevention
- Policy #7481 – Unmanned Aircraft Systems (UAS also known as DRONES)
- Policy #8330 – Student Records
- Policy #8630 – Bus Driver Responsibility
- Policy #9541 – Student Teachers / Interns

E. BYLAWS (0000)

1. Action Item(s)

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

- 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.

F. TECHNOLOGY

1. Action Item(s)

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

- 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.
- 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.

G. BUDGET

1. Action Item(s)

A motion was made by Terri Chiddenton, seconded by Michael Vitarelli and carried by unanimous roll call vote to approve the following:

- 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.

H. REPORTS

1. Legislation – No report at this time.
2. Camden County School Boards Association – No report at this time.
3. New Jersey School Boards Association – Terri Chiddenton gave an oral report.
4. Camden County Educational Services Commission – No report at this time.
5. Hammonton – Terri Chiddenton gave an oral report.
6. Board President – No report at this time.

XI. OLD BUSINESS

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

XII. NEW BUSINESS

- A. Action Item[s]

A motion was made by Roseanna Iles, seconded by Al Pangia and carried by a 6 "Yes," 2 Abstained roll call vote [Voting "Yes": Terri Chiddenton, Kim Hurley, Roseanna Iles, Al Pangia, Robert Walsh, Maria Yeatman; Abstaining: Michael Vitarelli, Bill Wilhelm] to approve the following:

- Approval of the contract for Interim Superintendent with Dr. Brenda Haring as attached.

- B. Information Item[s]

Mrs. Roe Hunter gave an update of the Home & School Committee's activities.

XIII. MOTION TO OPEN THE MEETING TO THE PUBLIC. A motion was made by Bill Wilhelm, seconded by Maria Yeatman and carried by unanimous consent to approve opening the meeting to the public. No one from the public addressed the board at this time.

XIV. MOTION TO CLOSE THE MEETING TO THE PUBLIC. A motion was made by Michael Vitarelli, seconded by Al Pangia and carried by unanimous consent to close the meeting to the public.

XV. MEETING ADJOURNED

A motion was made by Terri Chiddenton, seconded by Maria Yeatman and carried by unanimous consent to adjourn, 9:12 p.m.

Daniel J. Fox
School Business Administrator/Board Secretary

DJF:tt
BMin4.2617