

# WATERFORD TOWNSHIP BOARD OF EDUCATION



## BOARD MEETING MINUTES

JULY 19, 2017

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

**A. FLAG SALUTE**

**B. ROLL CALL**

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

Members Absent: Dan Hoover (with cause), Roseanna Iles (with cause)

Others Present: Dr. Brenda Harring, 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 Terri Chiddenton and carried by unanimous consent to approve emergency items to be added to the agenda – One addendum (Closed Session; Personnel; Finance/Budget)

**D. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION**

A motion was made by Al Pangia, seconded by Bill Wilhelm 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 Al Pangia, seconded by Bill Wilhelm and carried by unanimous consent to return to open session, 7:10 p.m.

**F. MISSION STATEMENT**

Michael Vitarelli read the Board's Mission Statement.

**II. PRESENTATION**

**A. STUDENTS OF THE FOURTH MARKING PERIOD**

Dr. Harring presented certificates to the following "Students of the Marking Period": Atco Elementary School – Riley Marshall; Thomas Richards School – Aubrey Ellis and Anthony Carrubba; Waterford Elementary School – Gracie Ravenkamp, John Kane and Riley Clark.

**B. GIFTED & TALENTED PROGRAM**

Dan Bittner and several students gave a presentation on the Gifted & Talented Program.

**C. STUDENT SPACEFLIGHT EXPERIMENT PROGRAM**

Debra Parker gave a presentation on the Student Spaceflight Experiment Program.

**III. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY**

- A. Motion to open the meeting to the Public.** A motion was made by Michael Vitarelli, seconded by Maria Yeatman and carried by unanimous consent to open the meeting to the public. No one from the public addressed the board at this time.

- B. Motion to close the meeting to the Public.** A motion was made by Al Pangia, seconded by Terri Chiddenton and carried by unanimous consent to approve closing the meeting to the public.

**IV. MINUTES**

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

- A. Special Board Meeting - June 14, 2017
- B. Closed Session – as redacted - June 21, 2017
- C. Board Meeting - June 21, 2017

**V. SUPERINTENDENT’S REPORT**

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

- A. Harassment, Intimidation and Bullying (HIB) Report
- B. Fire/Security Drill Log
- C. School District Enrollment, as attached.
- D. Monthly Report for June, 2017, as attached.

**VI. CURRICULUM SUPERVISOR’S REPORT – No report at this time.**

**VII. COMMITTEE REPORTS**

**A. CURRICULUM / STUDENT MATTERS**

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

1. Nursing Services Plan for the 2017/2018 school year, as attached.
2. Standing Orders for the nurses for the 2017/2018 school year, as attached.
3. The revised Student Code of Conduct for 2017/2018 for the Atco Elementary, Thomas Richards and Waterford Elementary Schools, as attached.
4. Out-of-district Placements for the 2017/2018 School Year as follows:

Student #	Placement	Year	Tuition Cost	Financial Responsibility
9450585844	Archway	2017/18 2017	SY: \$214.00 per diem (180 days) ESY: \$214.00 per diem (35 days) Total: \$46,010.00 Transportation: TBD	Springfield
1838789303	Bancroft	2017/18 2017	SY: \$291.94 per diem (180 days) ESY: \$291.94 per diem (32 days) Total: \$61,891.28 Transportation: TBD	Waterford
5769510018	Bancroft	2017/18  2017	SY: \$322.43 per diem (180 days) SY 1:1 Aide: \$161.00 per diem (180 days) ESY: \$322.43 per diem (32 days) ESY 1:1 Aide: \$161.00 per diem (32 days) Total: \$102,487.16 Transportation: TBD	Waterford
2441309591	Archway	2017/18 2017	SY: \$214.00 per diem (180 days) ESY: \$214.00 per diem (35 days) Total: \$46,010.00 Transportation: TBD	Waterford

Student #	Placement	Year	Tuition Cost	Financial Responsibility
5918423752	Hollydell	2017/18 2017	SY: \$399.58 per diem (180 days) SY 1:1 Aide: \$183.00 per diem (180 days) ESY: \$399.58 per diem (36 days) ESY 1:1 Aide: \$183.00 per diem (36 days) Total: \$123,531.50 Transportation: TBD	Waterford
3310476652	Bancroft	2017/18 2017	SY: \$291.94 per diem (180 days) ESY: \$291.94 per diem (32 days) Total: \$61,891.28 Transportation : TBD	Waterford
5782758454	Brookfield – Transition to College	2017/18	SY: \$251.00 per diem (180 days) Total: \$45,180.00 Transportation: TBD	State DCF
1092409748	Bancroft	2017/18 2017	SY: \$322.43 per diem (180 days) SY 1:1 Aide: \$184.00 per diem (180 days) ESY: \$322.43 per diem (32 days) ESY 1:1 Aide: \$184.00 per diem (32 days) Total: \$107,363.16	Waterford
2306820830	Kingsway Learning Center	2017/18 2017	SY: \$229.70 per diem (180 days) ESY: \$229.70 per diem (30 days) Total: \$48,237.00 Transportation: TBD	Waterford
9697520564	Kingsway Learning Center	2017/18 2017	SY: \$288.23 per diem (180 days) ESY: \$288.23 per diem (30 days) Total: \$60,528.30 Transportation: TBD	Waterford
4356214621	Bancroft	2017/18 2017	SY: \$291.94 per diem (180 days) SY 1:1 Aide: \$161.00 per diem (180 days) ESY: \$291.94 per diem (32 days) ESY 1:1 Aide: \$161.00 per diem (32 days) Total: \$96,023.28 Transportation: TBD	Waterford
2297423588	Hollydell	2017/18 2017	SY: \$399.58 per diem (180 days) SY 1:1 Aide: \$112.00 per diem (180 days) ESY: \$399.58 per diem (36 days) ESY 1:1 Aide: \$112.00 per diem (36 days) Total: \$110,501.28	Waterford
2546985197	Kingsway Learning Center	2017/18 2017	SY: \$229.70 per diem (180 days) SY 1:1 Aide: \$165.00 per diem (180 days) ESY: \$229.70 per diem (30 days) ESY 1:1 Aide: \$165.00 per diem (30 days) Total: \$82,887.00 Transportation: TBD	Waterford
9284940533	Kingsway Learning Center	2017/18 2017	SY: \$229.70 per diem (180 days) ESY: \$229.70 per diem (30 days) Total: \$48,237.00 Transportation: TBD	Waterford
7749374914	Archbishop Damiano	2017/18 2017	SY: \$251.02 per diem (180 days) ESY: \$251.02 per diem (30 days) Total: \$52,714.20 Transportation: TBD	Waterford
7084997092	Archway	2017/18 2017	SY: \$214.00 per diem (180 days) SY 1:1 Aide: \$140.00 per diem (180 days) ESY: \$214.00 per diem (35 days) ESY 1:1 Aide: \$140.00 per diem (35 days) Total: \$76,110.00 Transportation: TBD	Newark

5. Acceptance of an ESY Student as follows:

Student #	Year	Tuition Cost	Financial Responsibility
6798681832	Preschool ESY	\$3,500	Folsom

6. Out-of-District Placements for the 2016/2017 School Year as follows:

Student #	Placement	Year	Tuition Cost	Financial Responsibility
8595775436	Hammonton – 10 <sup>th</sup> grade	10/17/16-6/30/17	SY: \$67.69 per diem (154 days) Total: \$10,424.26 Transportation: \$770	Voorhees
4463971804	Hammonton	6/5/17 – 6/20/17	SY: \$116.46 per diem (11 days) Total: \$1,281.00	Boonton Twp – Rockaway S.D.
9667952790	Gloucester County Special Svs	5/11/17 – 6/8/17	SY: \$194.00 per diem (20 days) Total: \$3,880.00 Out-of-County fee: \$16.66/diem (20 days)	Waterford
9450585844	Archway	4/24/17 – 6/30/17	SY: \$199.20 per diem (37 days) Total: \$7,370.40 Transportation: \$6,057.90	Springfield
2992785938	Hammonton – 11 <sup>th</sup> grade	10/17/16-6/30/17	SY: \$66.55 per diem (119 days) Total: \$7,919.73 Transportation: \$595	Voorhees
4463971804	Hammonton	6/5/17 – 6/20/17	SY: \$116.46 per diem (11 days) Total: \$1,281.00	Boonton Twp – Rockaway S.D.

7. The amended services contract with The Commission for the Blind for the following students, level of services, and costs beginning September 1, 2017 through June 30, 2018:

Student #	Level	District Cost
48599	Level 2	\$4,500
48598	Level 2	\$4,500
49085	Level 1	\$1,900
48914	Level 1	\$1,900
5918423752	Level 1	\$1,900
5398557697	Level 1	\$1,900

8. The following dates for Home & School fundraisers for the 2017/2018 school year:

- September 11, 2017 MUMS Fundraiser & Kids Stuff & Club Forms go home
- September 15, 2017 Fun Night
- September 18, 2017 Yankee Fundraiser & Box Tops
- October 5, 2017 Cheesecake/Pie/Cookie Dough Fundraiser
- October 20, 2017 Fun Night
- November 6, 2017 Johnson Popcorn
- November 17, 2017 Fun Night
- December 8, 2017 Fun Night
- December 14, 15, 18, 19 Holiday Shop at all 3 schools during the school day
- December 15, 2017 Winter Wonderland & Yearbook Ads Started
- January 8, 2018 Joe Corbi & Tervis Cups
- January 12, 2018 Paint Night
- January 19, 2018 Fun Night
- February 9, 2018 Candy Bar BINGO/Kiss a Pig
- February 15, 2018 Fun Night (This is a Thursday night, but there is no school on February 16<sup>th</sup>. If this is not allowed, our second choice is February 2<sup>nd</sup>.)
- February 22, 2018 Gertrude Hawk
- February 23, 2018 Book Fair Family Night

- February 26-March 2 Book Fair at all 3 schools
- March 16, 2018 Fun Night
- March 20, 2018 Color Run Kick Off at all 3 schools
- March 29, 2018 Morey's Pier Tickets
- April 20, 2018 Fun Night
- May 11, 2018 Final School Wide Fun Night
- May 19, 2018 Color Run
- June 8, 2018 Sixth Grade Graduation Dance

**B. PERSONNEL**

A motion was made by Maria Yeatman, seconded by Al Pangia and carried by unanimous roll call vote [Michael Vitarelli abstained on Item #12] to approve the following:

1. Travel Expenditure Resolution as attached.
2. Salary revision for Brittany Tirro, long-term substitute teacher, from Step 2.BA, \$52,501, to Step 1.BA, \$51,801 prorated, effective 9/5/17 – 12/4/17.
3. Up to 25 hours of work in the summer, between August 11 and August 31, 2017, for the nurses, Deb McCarthy and Erica Ravenkamp, to review registration packets for medical records at \$25 per hour, not to exceed \$625.00 total per nurse.
4. The resignation of Paul Firetto, 3<sup>rd</sup> Grade Teacher, effective July 10, 2017.
5. The resignation of Patricia Moorer, Instructional Aide, effective July 12, 2017.
6. The following staff members to complete the Gifted & Talented Curriculum Writing for the 2017/2018 school year:

Staff	# of Hours	# of Days	Hrly Rate	Total
Bittner, D.	5	6	\$25.00	\$750.00
Tonrey, D.	5	6	\$25.00	\$750.00
Scola, B.	5	6	\$25.00	\$750.00

7. The following head teachers for the 2017/2018 school year at the negotiated stipend of \$1,500 each:
  - Atco Elementary School - Nancy Harbold Holland & Shaun Leavey
  - Thomas Richards School - Megan Scotti & Alex Handzus
  - Waterford Elementary School - Trish Chance & Candice Michelini
8. The revised job description for Superintendent of Schools, as attached.
9. The revised job description for Technology Coordinator, as attached.
10. The transfer of Michael Bodine to the position of Technology Coordinator (#ADM-TC-00-01) at an annual salary of \$55,000, prorated, effective July 24, 2017 and to eliminate position #ADM-TCH-00-02.
11. A part-time position of Web Master/Social Media Coordinator as per the attached job description.
12. The following advisors to Student Activity Fund Accounts for the 2017/2018 school year:
  - Book Fines – Atco Elementary School: Meredith Vitarelli
  - Book Fines – Thomas Richards School: Beth Buchhofer
  - Book Fines – Waterford Elementary School: Elizabeth Scola
  - Community Relief Fund: Erica Ravenkamp
  - Funds Raised for Donations: Bethann Cella
  - Home & School: Denise Niedoba
  - Literacy Infused Family Education (L.I.F.E.): Meredith Vitarelli

- School Fundraisers – TR: Bethann Cella
- School Fundraisers – WES: Ryan Ciavaglia
- T-Shirt Accounts: Ryan Ciavaglia/Bethann Cella
- Wildcat Mentors: Ryan Ciavaglia

13. The revised salaries for the following CST employees who will be working up to ten (10) days (or 140 hours combined) in the summer:

- Elizabeth Friedman (LDTC) - \$67.89 per hour
- Jennifer Ervolini (Social Worker) - \$63.27 per hour

**C. BOARD / POLICY**

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

1. The following for first reading:
  - a. Policies, as attached.
    - #2464 – Gifted and Talented Students
    - #4159 – Support Staff Member/School District Reporting Responsibilities
    - #8350 – Records Retention
  - b. Bylaws, as attached.
    - #0155 – Board Committees
2. The following for second reading:
  - a. Policies, as attached.
    - 9180 – School Volunteers

**D. 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 – Kim Hurley gave an oral report.

**VIII. COMMITTEE REPORTS**

**A. FINANCE / BUDGET**

A motion was made by Robert Walsh, seconded by Terri Chiddenton and carried by unanimous roll call vote [Kim Hurley abstained on Item #5] to approve the following:

1. Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Waterford Township Board of Education certifies that as of May 31, 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.
2. Financial Reports:
  - a. Investment Report, as attached.

- b. Cash Receipts and Disbursements Report in accordance with 18A:17-36 and 18A:17-9 for the month of May, 2017, as attached. The Cash Receipts and Disbursements Report and the Board Secretary's Report are in agreement.
- c. Report of the Board Secretary in accordance with 18A:17-36 and 17A:17-9 for the month of May, 2017, as attached.
- d. Student Activity Fund General Ledger, as attached.
- e. Nutri-Serve Food Management/Waterford Township School District Financial Statement for the month of May, 2017, as attached.

3. Expenditures:

- a. Payment of Bills and Claims, as attached.
  - June Bill List - #3                   \$ 554,619.67
  - June – NutriServe                   \$ 20,986.64
  - July Bill List                           \$ 42,943.80
  - Petty Cash                               1,025.00
  - \$ 43,968.80

4. Transfers:

- a. Expense Account Adjustment Analysis (Account transfers), as attached.

5. Contracts:

- a. Acceptance of one bid from A.C. Schulte's to drill a new well at the Waterford Elementary School in the following amounts:
  - Base Bid                               \$140,000
  - Alternate – Tank Replacement     \$ 28,000

And to award a contract to A.C. Schulte's for a total amount of \$168,000.

- b. An HVAC Programmed Maintenance Agreement with Northeast Mechanical Services per State Contract #A-88-690 at the following rates:
  - HVAC Mechanic                   \$ 83.95 per hour
  - Electrician                       \$104.00 per hour
  - Plumber                           \$104.00 per hour
  - Controls                          \$115.00 per hour

- c. The payment of \$3,600 to the Evesham Township Board of Education for the Continuing Education Training of Reading Recovery Teachers: Nancy Harbold Holland, Christine Harris, Casey Bromley and Tracey Bober (\$900.00 per teacher) per attached contract and invoice. Payment for said training has been budgeted and provided for by Title IIA of the FY2018 NCLB-ESEA Consolidated Grant.

- d. A Shared Services Agreement By and Between the Camden County Improvement Authority and Waterford Township School District, as attached.

6. Assets:

- a. Disposal of Assets, as attached.

7. Grants:

- a. Acceptance of funding for the FY2018 ESEA Consolidated Formula Subgrant Application. Funding has been approved by the State's Office of Grant Management on July 14, 2017 and is as follows:

• Title I, Part A	\$231,196
• Title II, Part A	\$ 40,842
• Title IV, Part A	<u>\$ 10,000</u>
• Total Allocation	\$282,038

IX. INFORMATIONAL ITEMS

X. BOARD OF EDUCATION BUSINESS

B. New Business

A motion was made by Terri Chiddenton, seconded by Michael Vitarelli and carried by unanimous consent to approve canceling the August 9, 2017 Workshop meeting.

XI. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS

A. **Motion to open the meeting to the Public.** A motion was made by Maria Yeatman, seconded by Bill Wilhelm and carried by unanimous consent to open the meeting to the public. No one from the public addressed the board at this time.

B. **Motion to close the meeting to the Public.** A motion was made by Maria Yeatman, seconded by Terri Chiddenton and carried by unanimous consent to approve closing the meeting to the public.

XII. MEETING ADJOURNMENT

A motion was made by Al Pangia, seconded by Robert Walsh and carried by unanimous consent to adjourn, 8:12 p.m.

  
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Daniel J. Fox  
School Business Administrator/Board Secretary

DJF:tt  
BMin7.1917



**Waterford Township School District**  
**Curriculum/Educational Program Review**  
**August 2017**

2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
<b>Analysis</b>	<b>Analysis</b>	<b>Analysis</b>	<b>Analysis</b>	<b>Analysis</b>
21 <sup>st</sup> Century Social Studies Comp. Health & P.E.	ELA World Languages Pre-School	Math Technology Visual & Performing Arts	Gifted/Talented Science	ELA 21 <sup>st</sup> Century Social Studies Comp. Health & P.E.
<b>Adopt</b>	<b>Adopt</b>	<b>Adopt</b>	<b>Adopt</b>	<b>Adopt</b>
Math Gifted/Talented Science	21 <sup>st</sup> Century Social Studies Comp. Health & P.E.	ELA World Languages Pre-School	Technology Math Visual & Performing Arts	ELA Gifted/Talented Science
<b>Adjust</b>	<b>Adjust</b>	<b>Adjust</b>	<b>Adjust</b>	<b>Adjust</b>
ELA Technology Visual & Performing Arts	Math Gifted/Talented Science	21 <sup>st</sup> Century Social Studies Comp. Health & P.E.	ELA World Languages Pre-School	Technology Math Visual & Performing Arts

Phases of review: Analyze/Adopt/Adjust; \*English Language Arts/Mathematics- 3 year cycle; All other curriculum guides- 5 year cycle