

WATERFORD TOWNSHIP BOARD OF EDUCATION

**NOTICE OF MEETING: REGULAR MEETING – February 15, 2017
WATERFORD ELEMENTARY SCHOOL
6:00 P.M. - Closed Session to be followed by
Regular Meeting at 7:30 p.m.**

I. MEETING CALLED TO ORDER _____ (Time)

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 – Bill Wilhelm**

**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 – Response to Intervention/Basic Skills/Title I Mid-Year Review –
Dr. Brenda Harring-Marro**
- III. PRESENTATION – Gifted and Talented Curriculum Committee – Patrick Davidson**
- IV. SUPERINTENDENT’S REPORT – Acting Superintendent Daniel Fox**

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

- 1. Action Item[s]
 - a. Harassment, Intimidation and Bullying (HIB) Report as presented by the superintendent.

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COMMITTEE REPORTS (Continued)

February 15, 2017

b. The Fire/Security Drill Log as follows:

Date	School	Time	Type of Drill	Number of Students	Number of Staff
1/4/17	TR	2:11 p.m.	Fire	215	50
1/11/17	WES	2:00 p.m.	Fire	324	87
1/17/17	TR	1:38 p.m.	Severe Weather Emergency	212	46
1/19/17	Atco	2:47 p.m.	Fire	200	51
1/23/17	Atco	10:00 a.m.	Lockdown	192	54
1/25/17	WES	2:05 p.m.	Active Shooter	343	87

c. The submission of the proposed 2016 ESEA Accountability Action Plan – Participation Rate/Graduation Rate/Attendance Rate to the Camden County Office of Education as attached.

2. Information Item[s]

a. Monthly District Report – January, 2017, as attached.

b. Attached you will find the following:

- Menu – February, 2017
- Highlights – February, 2017
- Enrollment – January, 2017

c. Approved announcements as attached:

- WTAA 2017 Baseball Registration
- WTH&SA – Candy Bar Bingo Night!
- WTH&SA – Kiss a Pig
- WTH&SA – Yearbook Ads
- WTH&SA – February Fun Night

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

VI. MOTION TO CLOSE THE MEETING TO THE PUBLIC

VII. MINUTES

1. Reorganization Meeting - January 2, 2017
2. Closed Session – as redacted - January 11, 2017
3. Special Board Meeting - January 11, 2017
4. Closed Session – as redacted - January 18, 2017
5. Board Meeting - January 18, 2017

VIII. COMMITTEE REPORTS

A. EDUCATION & PUBLIC RELATIONS

WATERFORD TOWNSHIP BOARD OF EDUCATION

COMMITTEE REPORTS (Continued)

February 15, 2017

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

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

a. Action Item[s]

- (1) Teacher Professional Development Days to support implementation of the GoMath! Series – Wildcat Workshops – to be hosted by the Curriculum Department for one hour after school in each building as follows: District-wide – Monday, March 27th, Wednesday, April 12th, Monday, May 22nd – 4:00-5:00 p.m. Certified staff attendance is completely voluntary; attendees will receive 1.0 PD hour of credit. Presenting teacher (Christine Manna) will be compensated one hour for her time (\$25 each; total - \$75) to be paid out of Curriculum Account #11-000-221-176-01-05.

b. Information Item[s]

- (1) We are inviting leaders from the community in to read aloud to our Kindergarten through 3rd grade classes for our *Leaders are Readers* day. Attached is an invitation for any board member and/or community member who would also like to participate.
- (2) Each building is also holding a door decorating contest. We would like to invite our Board of Education members to come in and judge each building on Friday, March 3, 2017.

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

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

a. Action item[s]

- (1) The out-of-district placement for student #5920788494 at Archway School for the 2016/2017 school year beginning November 3, 2016.
 - School Year Tuition \$199.20 per diem (141 days)
 - Total \$28087.20
- (2) The out-of-district placement and aide for student #67899 at Archway School for the 2016/2017 school year beginning January 3, 2017. This student resides in a Foster Home in Waterford and is the financial responsibility of The State of New Jersey. The extended school year for 2016 will be determined at the annual review.
 - School Year Tuition \$199.20 per diem (106 days)
 - 1:1 Aide \$140.00 per diem (106 days)
 - Total \$35,955.20
- (3) The out-of-district placement for student #5408177371 at Gloucester Township Schools for the 2016/2017 school year. This student is homeless and living in Gloucester Township.

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COMMITTEE REPORTS (Continued)

February 15, 2017

- School Year Tuition \$73.21 per diem (180 days)
 - Total \$13,179
- (4) The continued out-of-district placement and aide for student #9528643985 at Burlington County Special Services School District for the 2016/2017 school year.
- School Year Tuition \$228.55 per diem (180 days)
 - 1:1 Aide \$209.72 per diem (180 days)
 - Out-of-County Fee \$3,150
 - Total \$82,040
- (5) The out-of-district placement and aide for student #8266506068 at Burlington County Special Services School District for the 2016/2017 school year.
- School Year Tuition \$271.41 per diem (180 days)
 - 1:1 Aide \$209.72 per diem (180 days)
 - Out-of-County Fee \$3,150
 - Total \$87,754
- (6) The out-of-district placement for student #3415432790 in the 11th grade program at the Hammonton School District for the 2016/2017 school year. The student is residing in a group home in the district. The home district of the student, Absecon, will reimburse Waterford for tuition and transportation costs.
- School Year Tuition \$67.69 per diem (180 days)
 - Transportation \$540
 - Total \$12,725
- (7) The out-of-district placement for student #1061561767 in the 9th grade program at the Hammonton School District for the 2016/2017 school year. The student is residing in a group home in the district. The home district of the student, Woodbridge, will reimburse Waterford for tuition and transportation costs.
- School Year Tuition \$67.69 per diem (175 days)
 - Transportation \$875
 - Total \$12,720.75
- (8) Spelling Bee Competition for Waterford Elementary School students on Thursday, March 16, 2017. The beginning rounds will be part of the school day and the finals will be held from 7:00-9:00 p.m. in the cafetorium. The cost will be \$1.00 per person and the money raised will support the Waterford Elementary School student council.
- (9) Lip Sync Battle fundraiser for Field Days at all three schools on Wednesday, April 12, 2017 from 6:30-8:00 p.m.
- (10) Hats On for Field Day fundraiser on Friday, April 28, 2017 at the Waterford Elementary School. Students will be able to wear a hat all day at school with a \$1.00 donation.

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COMMITTEE REPORTS (Continued)

February 15, 2017

- (11) Hoops for Hearts fundraiser at the Thomas Richards School during the week of March 27, 2017. Students will work in conjunction with the American Heart Association to spread awareness about heart health by having students be a part of a community service project.
- (12) Kindergarten Field Trip to Storybook Land on May 26, 2017 (Raindate: 6/2/17). Departure time will be 9:45 a.m.; return at 3:15 p.m. The admission cost of \$2,093 (\$14.95 per person x 140) and transportation cost of \$1,100 will be paid out of the Atco Elementary School budget.
- (13) Grade One Field Trip to the Cape May Zoo on June 12, 2017. Departure time will be 9:45 a.m.; return at 3:00 p.m. There is no admission cost. The transportation cost of \$1,100 will be paid out of the Atco Elementary School budget.
- (14) Grade One Orientation to the Thomas Richards School will be on June 1, 2017. Departure time will be 9:45 a.m.; return at 11:30 a.m. The transportation cost of \$300 will be paid out of the Atco Elementary School budget.
- (15) Grade Three Orientation to the Waterford Elementary School will be on June 5, 2017. Departure time will be 10:00 a.m.; return at 11:30 a.m. Tentative bus charge from Winslow Township will be \$200 (\$100 per bus x 2) and will be paid out of the Thomas Richards School budget.

b. Information Item[s]

- (1) Field Days will be held as follows:

- Atco Elementary School – May 19, 2017
- Thomas Richards School – May 26, 2017
- Waterford Elementary School – June 2, 2017

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

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

a. Action Item[s]

b. Information Item[s]

- (1) Action Briefs – January 18, 2017 as attached.

B. BUSINESS

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

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

a. Action Item[s]

- (1) Expense Account Adjustment Analysis (Account transfers) as attached.

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COMMITTEE REPORTS (Continued)

February 15, 2017

- (2) Payment of Bills and Claims as attached.
 - January Bill List \$ 42,983.36
 - January Bill List #2 \$1,411,220.84
 - Health Benefits 152,969.68
 - Total \$1,564,190.52

- (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 December, 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 December, 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 December 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 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 December, 2016 as attached.

b. Information Item[s]

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

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

a. Action Item[s]

- (1) A Direct Install Program Participation Agreement Scope of Work Attachment for Atco Elementary School to retrofit the building with LED lighting. Total cost is \$34,725.57 and the cost to the district is \$10,417.67, with an estimated 2.09 year payback.

- (2) A Direct Install Program Participation Agreement Scope of Work Attachment for Thomas Richards School to retrofit the building with LED lighting. Total cost is \$55,153.04 and the cost to the district is \$16,545.91, with an estimated 1.91 year payback.

b. Information Item[s]

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COMMITTEE REPORTS (Continued)

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

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

- a. Action Item[s]
- b. Information Item[s]
 - (1) Custodial Inspection Report – December 12, 2016, as attached.

C. **PERSONNEL**

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

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

- a. Action Item[s]
- b. Information Item[s]

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

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

- a. Action Item[s]
 - (1) Travel Expenditure Resolution as attached.
 - (2) Accepting, with regret, the retirement letter of Alan Blackford, Elementary Music (Comprehensive) Teacher, effective July 1, 2017.
 - (3) Accepting, with regret, the retirement letter of Linda Fisher, Spanish Teacher at the Waterford Elementary School, effective July 1, 2017.
 - (4) Eileen Priestly, a student from Camden County College, for 15 hours field experience for the Spring 2017 semester with Mrs. Ali Schafer, grade 1 teacher at the Atco Elementary School.
 - (5) The following instructional substitute for the remainder of the 2016/2017 school year pending completion of necessary paperwork:
 - Erin Papeika.
- b. Information Item[s]

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

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

- a. Action Item[s]
 - (1) A resolution approving a Leave of Absence for Employee #4692 effective June 1, 2017 as attached.

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- (2) The following instructional aide substitutes for the remainder of the 2016/2017 school year pending completion of the necessary paperwork:
 - Marie Todd
 - Sharon Binder

- (3) Extension of services for Paul Lisnyj as a substitute extraordinary aide for ESL services with a prerequisite of speaking Russian and Ukrainian beginning February 3, 2017 with an ending date of March 3, 2017. Mr. Lisnyj's services will move from five to three days a week beginning February 3rd.

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 #1140 – Affirmative Action Program
- Policy #1510 – Americans with Disabilities Act
- Policy #1523 – Comprehensive Equity Plan
- Policy #1530 – Equal Employment Opportunities
- Policy #1550 – Affirmative Action Program for Employment and Contract Practices
- Policy #2200 – Curriculum Content
- Policy #2260 – Affirmative Action Program for School and Classroom Practices
- Policy #2360 – Use of Technology
- Policy #2411 – Guidance Counseling
- Policy #2415 – No Child Left Behind Programs
- Policy #2416 – Programs for Pregnant Students
- Policy #2422 – Health and Physical Education
- Policy #2423 – Bilingual and ESL Education
- Policy #2425 – Physical Education
- Policy #2428.1 – Standards-Based Instructional Priorities
- Policy #2430 – Co-Curricular Activities
- Policy #2460 – Special Education
- Policy #2464 – Gifted and Talented Students
- Policy #2610 – Educational Program Evaluation
- Policy #3124 – Employment Contract
- Policy #3240 – Professional Development for Teachers and School Leaders
- Policy #5600 – Student Discipline / Code of Conduct
- Policy #5750 – Equal Educational Opportunity
- Policy #5751 – Sexual Harassment
- Policy #5755 – Equity in Educational Programs and Services

2. Information Item[s]

a. The following new/revised regulation as attached:

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COMMITTEE REPORTS (Continued)

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- Regulation #2624 – Grading System

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

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

1. Action Item[s]
2. Information Item[s]

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

1. Action Item[s]
2. Information Item[s]

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

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

1. Action Item[s]
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

IX. OLD BUSINESS

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

X. NEW BUSINESS

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

WATERFORD TOWNSHIP BOARD OF EDUCATION

COMMITTEE REPORTS (Continued)

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XI. MOTION TO OPEN THE MEETING TO THE PUBLIC

XII. MOTION TO CLOSE THE MEETING TO THE PUBLIC

XIII. MEETING ADJOURNED _____

**Reminder: Deadline for information for the March 15, 2017 board meeting is
MONDAY, FEBRUARY 27, 2017. All information should be submitted in writing.**

DJF:tt
BoardAgenda.February15.2017