

WATERFORD TOWNSHIP BOARD OF EDUCATION



BOARD MEETING MINUTES

MARCH 15, 2017

I. MEETING CALLED TO ORDER – 6:00 p.m.

A. FLAG SALUTE

B. ROLL CALL

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

Members Absent: Maria Yeatman (with cause)

Others Present: 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 Al Pangia, seconded by Terri Chiddenton and carried by unanimous consent to approve emergency items to be added to the agenda – One addendum (Closed Session; Education & Public Relations – Program; Education & Public Relations – Pupils; Business – Finance; Business - Operations)

D. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION

A motion was made by Roseanna Iles, seconded by Michael Vitarelli and carried by unanimous consent to adjourn to closed session, 6:05 p.m.

E. MOTION TO APPROVE THE RETURN TO OPEN SESSION

A motion was made by Roseanna Iles, seconded by Al Pangia and carried by unanimous consent to return to open session, 7:00 p.m.

F. MISSION STATEMENT

Terri Chiddenton read the Board's Mission Statement.

II. ANNOUNCEMENT

The Waterford Township Board of Education and the Chief School Administrator, Jay Eitner, announce that Mr. Eitner has resigned as Superintendent effective as of 11:59 p.m. on March 14, 2017. The Superintendent would like to pursue other professional opportunities and the parties believe that this decision is in their respective best interests and the best interests of the District. The parties will not make any further comments.

III. RESOLUTION – INTERIM SUPERINTENDENT

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

Whereas, The Waterford Township Board of Education has accepted the resignation of Jason Eitner, Superintendent, and

Whereas, the Board must appoint someone to the position of Superintendent, and

Whereas, Dr. Harring has the qualifications necessary to fill the role of Superintendent,

Now, Therefore, Be it Resolved, that

1. Dr. Brenda Harring be hereby appointed as Interim Superintendent until such time that a permanent replacement is appointed;
2. Dr. Brenda Harring will be paid an additional \$7,500 until the end of the school year on June 30, 2017;
3. The Business Administrator is authorized to make any necessary changes to the bank accounts that are necessary;
4. Dr. Brenda Harring be issued a petty cash fund in the amount of \$125.00.

STUDENTS OF THE SECOND MARKING PERIOD

The district principals presented certificates for "Student of the Marking Period" to the following: Atco Elementary School – *Ella McMenamin*, 1st grade, Ms. Chiodi; Thomas Richards School – *Eric Fudala*, 2nd grade, Mrs. Campanella; *Haley Riesebeck*, 3rd grade, Mrs. Dimitratos; Waterford Elementary School – *Landon Haines*, 4th grade, Mrs. Agoston; *Halley Garrison*, 5th grade, Mrs. Borman; *Emma Kelton*, 6th grade, Mrs. Kennevan.

EMPLOYEE OF THE QUARTER

Rich Czyz accepted the certificate for "Employee of the Quarter" on behalf of Lucille Principato, Non-Instructional Aide at the Thomas Richards School.

IV. PRESENTATION – Changing the PD (Professional Development) Model in Your District

Rich Czyz gave a presentation on Changing the Professional Development Model in Our District.

V. SUPERINTENDENT'S REPORT

1. Action Item(s)

A motion was made by Roseanna Iles, seconded by Robert Walsh 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
2/8/17	Atco	10:15 a.m.	Fire	194	53
2/16/17	WES	9:40 a.m.	Bomb Evacuation Drill	315	77
2/22/17	TR	9:25 a.m.	Shelter-in-Place	234	50
2/23/17	TR	9:50 a.m.	Fire	200	50
2/23/17	WES	2:02 p.m.	Fire	322	72
2/27/17	Atco	10:15 a.m.	Shelter-in-Place	200	54

VI. MOTION TO OPEN THE MEETING TO THE PUBLIC. A motion was made by Al Pangia, seconded by Terri Chiddenton and carried by unanimous consent to approve opening the meeting to the public. No one from the public addressed the board at this time.

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

VIII. MINUTES

A motion was made by Michael Vitarelli, seconded by Al Pangia and carried by unanimous consent (Kim Hurley abstained on the February 8, 2017 Work Session minutes, the February 15, 2017 Closed Session & Board Meeting minutes and the February 27, 2017 Revised Closed Session & Special Board Meeting minutes; Bill Wilhelm abstained on the February 15, 2017 Closed Session & Board Meeting minutes; Roseanna Iles abstained on the February 27, 2017 Revised Closed Session & Special Board Meeting minutes) to approve the following:

1. Work Session - February 8, 2017
2. Closed Session – as redacted - February 15, 2017
3. Board Meeting - February 15, 2017
4. Closed Session (Revised) – as redacted - February 27, 2017
5. Special Board Meeting - February 27, 2017

IX. COMMITTEE REPORTS

A. EDUCATION & PUBLIC RELATIONS

1. PROGRAM (2000)

a. Action Item(s)

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

- (1) Grade 2 Field Trip to The Adventure Aquarium in Camden, NJ on May 4, 2017. Students will depart the school at 9:45 a.m., board the bus for return at 2:00 p.m. and arrive back at 3:00 p.m. The admission cost of \$2,439.00 (112 students & 46 adults) will be paid from the Thomas Richards School budget (PO #17-1225). Transportation costs of \$1,100.00 for 4 buses will be paid by the WTH&SA.
- (2) Grade 3 Field Trip to The Franklin Institute in Philadelphia, PA on May 25, 2017. Students will depart the school at 10:00 a.m., board the bus for return at 2:15 p.m. and arrive back at 3:10 p.m. The admission cost of \$1,149.45 (96 students & 35 adults) will be paid from the Thomas Richards School budget (PO #17-1267). Transportation costs of \$750.00 for 3 buses will be paid by the WTH&SA.
- (3) Grade 4 Field Trip to the Philadelphia Zoo on June 6, 2017. Students will depart the school at 9:15 a.m., board the bus for return at 1:15 p.m. and arrive back at 2:45 p.m. The admission cost of \$2,822.00 (118 students, 12 chaperones & 36 adults) will be paid from the Waterford Elementary School budget (PO #17-1221). Transportation costs of \$1,100.00 for 4 buses will be paid by the WTH&SA.
- (4) Grade 5 Field Trip, Walking Tour of Philadelphia, on June 2, 2017. Students will depart the school at 9:00 a.m., board the bus for return at 1:15 p.m. and arrive back at 2:30 p.m. The admission cost of \$1,810.00 (110 students & 35 adults) will be paid from the Waterford Elementary School budget (PO #17-1239). Transportation costs of \$1,100.00 for 4 buses will be paid by the WTH&SA.

- (5) Grade 4 Gifted & Talented Field Trip to the Bayshore Center at Bivalve in Port Norris, NJ on May 30, 2017. Students will depart the school at 11:15 a.m., board the bus for return at 4:00 p.m. and arrive back at 5:15 p.m. The admission cost of \$825 (flat rate) will be paid from the Waterford Elementary School budget. Transportation costs of \$300 for 1 bus will be paid by the WTH&SA.

2. PUPILS (5000)

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) The out-of-district placement for student #9914779170 in the Millville School District. The student is a Waterford resident residing in a group home within the Millville district.
 - School Year Tuition \$124.85 per diem (180 days)
 - Total \$22,472.60
- (2) A Tuition Contract Agreement with the Mount Laurel Board of Education for homeless student #11900337 for the 2016/2017 school year at a tentative tuition cost of \$12,916.
- (3) Acceptance of a 6th grade tuition student, #7963748265, from Pemberton Public Schools. Student attended here due to homelessness. The tuition charged will be \$16,584.00 and will be paid by Pemberton School District. Revenue for the district based on prorated tuition of 71 days: \$6,104.58.
- (4) Acceptance of a 2nd grade tuition student, #2238362340, from Winslow Public Schools. Student attended here due to homelessness. The tuition charged will be \$16,584.00 and will be paid by Winslow School District. Revenue for the district based on prorated tuition for 69 days: \$6,356.97.
- (5) Acceptance of a kindergarten grade tuition student, #9135929552, from Winslow Public Schools. Student attended here due to homelessness. The tuition charged will be \$16,347.00 and will be paid by Winslow School District. Revenue for the district based on prorated tuition for 69 days: \$6,266.58.
- (6) Acceptance of a 3rd grade tuition student, #7143364423, from Washington Township Public Schools. Student attended here due to homelessness. The tuition charged will be \$16,584.00 and will be paid by Washington Township School District. Revenue for the district based on prorated tuition for 44 days: \$4,053.72.
- (7) Acceptance of a 5th grade tuition student, #5390322716, from Camden City Public Schools. Student attended here due to homelessness. The tuition charged will be \$16,584.00 and will be paid by Camden City School District. Revenue for the district based on prorated tuition for 44 days: \$4,053.72.
- (8) WTH&SA Sixth Grade Committee fundraiser at DiDonato's Bowling Alley in Hammonton on April 30, 2017 from 5:00-9:00 p.m. The Sixth Grade Committee will receive a portion of the proceeds.

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 Robert Walsh 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.
 - March Bill List \$ 34,558.05
 - March Bill List - #2 1,220,778.87
 - Nutri-Serve – January 22,610.65
 - Nutri-Serve – February 23,406.67
- (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 January, 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 January, 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 January 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 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 January, 2017 as attached.
- (9) To cancel checks which are stale per attached list.
- (10) Payment of Bills and Claims as attached.
 - March Bill List - #3 \$ 424,329.49
 - Health Insurance 151,083.28 (This is on Bill List #2)
 - Nutri-Serve 13,160.55

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) Disposal of a defective AED from the Thomas Richards School. Tag #000480.
- (2) Disposal of the red case for the AED, which was purchased separately. Tag #001025.

- (3) The use of the Waterford Elementary School Cafetorium, Gymnasium, Field, Parking Lot, and Hallway between Gym and Cafeteria by the MS Society, Bike MS: City to Shore, on September 22-24, 2017.
- (4) The use of the Waterford Elementary School Parking Lot by the American Cancer Society Bike-a-thon on June 9, 10, 11 & 12, 2017, pending receipt of insurance.

3. OPERATIONS (8000)

a. Action Item(s)

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

- (1) To revise the 2016/2017 school calendar as attached due to two snow days.

C. PERSONNEL

1. ADMINISTRATION (1000)

a. Action Item(s)

A motion was made by Dan Hoover, seconded by Roseanna Iles and carried by a 7 "Yes," 1 abstained vote [Voting "Yes": Terri Chiddenton, Dan Hoover, Roseanna Iles, Al Pangia, Michael Vitarelli, Robert Walsh, Bill Wilhelm; Abstaining: Kim Hurley] to approve the following:

- (1) To approve a stipend of \$6,250 to Daniel Fox as Acting Superintendent.

2. TEACHING STAFF MEMBERS (3000)

a. Action Item(s)

A motion was made by Al Pangia, 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 Diane Labine, Kindergarten Teacher, effective June 30, 2017.
- (3) The following instructional substitute for the remainder of the 2016/2017 school year pending completion of the necessary paperwork: Richard DiCicco.
- (4) To revise the salary of Erica Ravenkamp to Step 1BA+15 of the Teachers' Salary Guide, \$53,078, prorated and retroactive to February 21, 2017.
- (5) To move Dana Tonrey to Step 5BA+30 on the Teacher's Salary Guide, \$56,953 prorated, effective April 1, 2017.
- (6) Two teachers per day to complete kindergarten summer screenings at \$25.00 per hour (not to exceed six hours per day) on July 25th, July 26th, August 15th and August 16th. Screenings will be administered by the following teachers: Nancy Harbold, Tracey Bober, Casey Bromley and Chris Harris.
- (7) To approve job descriptions for Affirmative Action Officer and Elementary Spanish Teacher, as attached.

- (8) GoMath! Parent Night will be held on April 4, 2017 from 6:30-8:00 p.m. at the Thomas Richards School. Ten (10) teachers will work various sessions and will be compensated for 2 hours of their time, 6:15-8:15 p.m. The total cost will be \$500 and be paid out of Curriculum Account #11-000-221-104-01-05. The following teachers will be working the event: Diane Labine, Georgiann Raso, Mary Campanella, Jill O'Donnell, Gabrielle Magner, Jamie Stephan, Kim Worley, Dana Tonrey, Alana Catania and Christine Manna.

3. SUPPORT STAFF MEMBERS (4000)

a. Action Item(s)

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

- (1) Accepting, with regret, the resignation letter of Maureen Long, Instructional Aide at the Thomas Richards School, effective February 27, 2017.
- (2) The following instructional aide substitutes for the remainder of the 2016/2017 school year pending completion of the necessary paperwork: Amber Lynch; Kelly Walsh.
- (3) A resolution approving a Leave of Absence for Employee #4053 effective February 15, 2017, as attached.
- (4) To approve the job description for Accountant, as attached.

D. POLICY COMMITTEE

1. Action Item(s)

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

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

E. BYLAWS (0000)

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

F. TECHNOLOGY

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

G. BUDGET

1. Action Item(s)

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

- a. Resolution to Tentatively Approve the 2017/2018 School District Budget for Submission to the Executive County Superintendent of Schools for Approval, as attached.

H. REPORTS

1. Legislation – Dan Hoover gave an oral report.
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.

X. OLD BUSINESS

- A. Action Item[s] – No action at this time.
- C. For Discussion – Terri Chiddenton enjoyed attending the Read Aloud Program.

XI. NEW BUSINESS

- A. Action Item[s] – No action at this time.
- C. For Discussion – Terri Chiddenton commended the staff from the Gifted & Talented Committee.

XII. MOTION TO OPEN THE MEETING TO THE PUBLIC. A motion was made by Al Pangia, seconded by Terri Chiddenton and carried by unanimous consent to approve opening the meeting to the public. No one from the public addressed the board at this time.

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

XIV. MOTION TO RETURN TO CLOSED SESSION. A motion was made by Dan Hoover, seconded by Bill Wilhelm and carried by unanimous consent to approve returning to closed session.

- XV. MOTION TO APPROVE THE RETURN TO OPEN SESSION.** A motion was made by Al Pangia, seconded by Michael Vitarelli and carried by unanimous consent to return to open session, 9:00 p.m.

A motion was made by Roseanna Iles, seconded by Al Pangia and carried by unanimous consent to approve extending the agreement with Inquiring Minds through August 31, 2017.

A motion was made by Roseanna Iles, seconded by Al Pangia and carried by unanimous roll call vote to approve employing Michael Bodine as a Desktop Technician for the district for the remainder of the 2016/2017 school year. Salary: \$45,000 prorated.

- XVI. MEETING ADJOURNED**

A motion was made by Al Pangia, seconded by Terri Chiddenton and carried by unanimous consent to adjourn, 9:10 p.m.

Daniel J. Fox
School Business Administrator/Board Secretary

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