

**WATERFORD TOWNSHIP BOARD OF EDUCATION**

**NOTICE OF MEETING:**                   **REGULAR BOARD MEETING – October 18, 2017**  
**WATERFORD ELEMENTARY SCHOOL**  
**6:00 P.M. - Closed Session to be followed by**  
**Regular Meeting - 7:00 p.m.**

**1.       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.

**2.       FLAG SALUTE**

**3.       ROLL CALL**

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

**5.       MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION \_\_\_\_\_**

**6.       MOTION TO APPROVE THE RETURN TO OPEN SESSION \_\_\_\_\_ (Time)**

**7.       MISSION STATEMENT – Maria Yeatman**

**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 or staff member. Such matters should only be brought to the Board after all avenues within the chain of command have been exhausted.*

**8.       PRESENTATIONS**

**A.       State Assessment Presentation – Dr. Brenda Harring**

**9.       SUPERINTENDENT’S REPORT – Dr. Brenda Harring**

*Upon the recommendation of the Superintendent:*

**A.       Fire/Security Drill Log:**

Date	School	Time	Type of Drill	Number of Students	Number of Staff
9/8/2017	WES	1:45 p.m.	Fire	325	71

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Date	School	Time	Type of Drill	Number of Students	Number of Staff
9/11/2017	TR	11:00 a.m.	Fire	241	42
9/12/2017	WES	10:10 a.m.	Lockout	322	61
9/13/2017	Atco	10:58 a.m.	Fire	204	52
9/14/2017	Atco	9:30 a.m.	Bus Evacuation	10 Buses	Drivers
9/15/2017	TR	11:01 a.m.	Lockdown	236	44
9/20/2017	Atco	10:18 a.m.	Active Shooter	202	55

**B. Enrollment Report** (Attachment 9.B)

**C. CURRICULUM SUPERVISOR’S REPORT** (Attachment 9.C)

**D. DONATIONS**

**1. Home & School Association:**

The H&SA donated the following items in September::

- Atco Elementary School - 2 Teacher P.E. Bags at estimate of \$175 each;  
\$150 Donation for Meredith Vitarelli to create a STEM Lab in the library.
- Thomas Richards School – 2 Teacher P.E. Bags at estimate of \$175 each.
- Waterford Elementary School – 3 Teacher P.E. Bags at estimate of \$175 each.

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

- A. Motion to open the meeting to the Public
- B. Motion to close the meeting to the Public

**11. MINUTES** – Approval of minutes for the following meetings as submitted by the School Business Administrator/Board Secretary to be accepted:

- A. Closed Session – as redacted - September 20, 2017
- B. Board Meeting - September 20, 2017 (Attachment 11.B)

**12. COMMITTEE REPORTS**

*Upon the recommendation of the Superintendent:*

**A. EDUCATION – Terri Chiddenton / Roseanna Iles / Dan Hoover**

**1. Out-of-District Placements for the 2017/2018 School Year:**

Student #	Placement	Year	Tuition Cost	Financial Responsibility
4081446038	Sterling H.S.	2017/18	SY: \$69.33 per diem (180 days) Total: \$12,479.00	Waterford
8266506068	Burlington Cty Special Services	2017/18	SY: \$47,791.00 Out-of-County Fee: \$3,200.00	Waterford
9528643985	Burlington Cty Special Services	2017/18	SY: \$41,963.00 Out-of-County Fee: \$3,200.00	Waterford
9692480759	Deptford	2017/18	SY: \$70.00 per diem (181 days) Total: \$12,670.00	Waterford
2638036141	Archway	2017/18	SY: \$214 per diem (172 days) Total: \$36,808.00 plus transportation	Waterford

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2. **Statement of Assurance 2017/2018:**  
Approve the submission of the 2017/2018 Statement of Assurance to the New Jersey Department of Education.

3. **LIFE Program Dates & Costs:**  
Approve the LIFE Program dates and costs as follows:  
  - October 20, November 16, December 15, 2017
  - January 19, February 9, March 16, April 20, 2018
  - Total Cost: \$447.00 (15 copies of each title purchased)

4. **Fundraisers for the 2017/2018 School Year:**

Name	Date	Location	Donation
Jump Rope for Hearts	2/5 - 2/9/18	Districtwide	American Heart Association
Lip Sync Battle	12/15/17	WES	Field Day

5. **Class Trips for 2017/2018 School Year:**

Trip	School/Grade	Date	# of Students/Adults	Cost of Admission	Cost of Transportation
Culbertson's Tree Farm	TR/PreK	12/7/17	AM – 20/11 PM – 22/12	None	AM - \$87.50 PM - \$100.00

6. **Informational Items:**  
  - The correct date for the Dodgeball Tournament at the Waterford Elementary School is Thursday, October 26, 2017.
  - Steered Straight Anti-Bullying/Drug Assembly at the Thomas Richards School will be held on November 17, 2017 from 1:00-2:00 p.m.
  - Harlem Globetrotters Assembly, "ABCs of Bullying Prevention," is Wednesday, November 1, 2017. The assembly will be paid for by the WTH&SA for a \$200 cost.

**B. PERSONNEL – *Maria Yeatman / Al Pangia / Dan Hoover***

1. **Travel Expenditure Resolution:** (Attachment 12.B.1)
2. **Resignation of an Instructional Aide:**  
Approve accepting the resignation letter of Stephanie DiDonato, Instructional Aide, effective October 13, 2017. (#AID-PS-08-01)
3. **Positions for Employment for the 2017/2018 School Year:**

Name	Position	Step	Salary	Hrs/Day	Days/Yr	UPC
Kathy Worrell	Instructional Aide	1	\$10.39/hr	5.5	185	AID-PS-08-01

4. **Resignation of a Non-Instructional Aide:**  
Approve accepting the resignation letter of Marilyn Bigwood, Non-Instructional Aide, effective October 12, 2017. (#AID-NA-06-09)
5. **Leave of Absence for Non-Instructional Aide:**  
Approve the resolution for a leave of absence for Rosemarie McCrane, Non-Instructional Aide at the Waterford Elementary School. (Attachment 12.B.5)
6. **Leave of Absence for Kindergarten Teacher:**  
Approve a resolution for a leave of absence for Jessica Schaper, Kindergarten Teacher at the Atco Elementary School, effective January 8, 2018. (Attachment 12.B.6)

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7. **Wildcat Workshops:**

Presenting Teachers	Dates	Location/Time	Compensation
Ashley Power	10/23 & 10/24	TR – 4:00-5:00 p.m.	\$25 each session; \$50 total (per person) (#11-000-221-176-01-05)
Candice Michelini	10/25 & 11/1	WES – 3:15-4:15 p.m.	

8. **Instructional and Instructional Aide Substitutes for the 2017/2018 School Year:**

Approve the following as substitutes, pending completion of paperwork:

- Karen Baranowski (Instructional)
- Brenda Brown-Smith (Instructional)
- Linda Butenis-Vorsa (Instructional)
- Marilyn Bigwood (Instructional Aide)

**C. POLICY – *Dan Hoover / Michael Vitarelli / Terri Chiddenton***

1. **Approve the following for second reading:**

- a. **Policies** (Attachment 12.C.1.a)
- #7520 – Loan of School Equipment
  - #8550 – Outstanding Food Service Charges

2. **Approve the following for first reading:**

- a. **Policy** (Attachment 12.C.2.a)
- #0164 – Conduct of Board Meeting

**D. BUSINESS – *Robert Walsh / Bill Wilhelm / Michael Vitarelli***

1. **Board of Education Monthly Financial Certification:**

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Waterford Township Board of Education certifies that as of August 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. (Attachment 12.D.2.a)
- b. Cash Receipts and Disbursements Report in accordance with 18A:17-36 and 18A:17-9 for the month of August, 2017, as attached. The Cash Receipts and Disbursements Report and the Board Secretary's Report are in agreement. (Attachment 12.D.2.b)
- c. Report of the Board Secretary in accordance with 18A:17-36 and 17A:17-9 for the month of August, 2017. (Attachment 12.D.2.c)
- d. Student Activity Fund General Ledger. (Attachment 12.D.2.d)

3. **Approval of Expenditures:**

- Approve the Payment of Bills and Claims. (Attachment 12.D.3)
- October Bill List \$39,006.33

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• October Bill List #2	\$1,362,225.57
• Health Benefits	<u>148,172.62</u>
	\$1,510,398.19
• Hand Checks	\$37,221.60
	\$ 492.00
	\$ 4,619.56
• Nutri-Serve	\$19,716.97

4. **Approval of Transfers:**  
Approve the Expense Account Adjustment Analysis (Account transfers). (Attachment 12.D.4)
5. **Food Service Management Services**  
Approve the Resolution for Cost Reimbursement for Food Service Management Services for the Waterford Township School District. (Attachment 12.D.5)
6. **Health and Safety Evaluation of School Buildings:**  
Approve the submission of the Health and Safety Evaluation of School Buildings Checklist to the NJ Department of Education for the Atco Elementary, Thomas Richards and Waterford Elementary Schools. (Available upon request)
7. **Custodial Inspection Report:**  
Approve the acceptance of a Custodial Inspection Report dated August 24, 2017 by Advocate School Support Solutions. (Attachment 12.D.7)
8. **Tuition Contract Agreement:**  
Approve a Tuition Contract Agreement with Camden County Technical Schools at a net cost of \$28,771.00.
9. **Annual Maintenance Budget Amount & Comprehensive Maintenance Plan:**  
Approve the submission of the Annual Maintenance Budget Amount and Comprehensive Maintenance Plan for the 2018/2019 school year.

**13. 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's Report – *Kim Hurley*

**14. OLD BUSINESS**

**15. NEW BUSINESS**

**16. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS**

- A. Motion to open the meeting to the Public
- B. Motion to close the meeting to the Public

**17. MEETING ADJOURNMENT**