

# WATERFORD TOWNSHIP BOARD OF EDUCATION



## BOARD MEETING MINUTES

OCTOBER 18, 2017

1. **MEETING CALLED TO ORDER** – 6:03 p.m.

2. **FLAG SALUTE**

3. **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, Superintendent; Daniel J. Fox, School Business Administrator/ Board Secretary; Howard Long, Solicitor

4. **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 Maria Yeatman and carried by unanimous consent to approve emergency items to be added to the agenda – One addendum (Education & Personnel)

5. **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, 6:08 p.m.

6. **MOTION TO APPROVE THE RETURN TO OPEN SESSION**

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

Mr. Long explained what was discussed in Executive Session.

7. **MISSION STATEMENT**

Maria Yeatman read the Board's Mission Statement.

8. **PRESENTATIONS**

Dr. Harring gave a presentation on the State Assessment.

9. **SUPERINTENDENT'S REPORT**

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

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
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

Date	School	Time	Type of Drill	Number of Students	Number of Staff
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 6.B)

**C. CURRICULUM SUPERVISOR'S REPORT** (Attachment 6.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.** A motion was made by Al Pangia, seconded by Michael Vitarelli and carried by unanimous consent to approve opening the meeting to the public. The following people addressed the board at this time:

- John Howarth – PARCC test scores; Summer program.

**B. 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 close the meeting to the public.

**11. MINUTES**

A motion was made by Terri Chiddenton, seconded by Roseanna Iles and carried by unanimous consent [Al Pangia and Michael Vitarelli abstained on the closed and board meeting minutes; Bill Wilhelm abstained on the closed minutes] to approve the following:

- A. Closed Session – as redacted - September 20, 2017
- B. Board Meeting - September 20, 2017 (Attachment 5.B)

**12. COMMITTEE REPORTS**

**A. EDUCATION** – Terri Chiddenton gave an oral report.

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

**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

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	District wide	American Heart Association
Lip Sync Battle	12/15/17	WES	Field Day

5. **Class Trips for the 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

7. **QSAC District Performance Reviews (DPRs):**  
Approve the submission of the 2017/2018 QSAC District Performance Reviews (DPRs) to the New Jersey Department of Education.

**B. PERSONNEL**

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

1. **Travel Expenditure Resolution:** (Attachment 7.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 7.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 7.B.6)

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)

9. **Leave of Absence for 5<sup>th</sup> Grade Teacher:**

Approve the resolution for a leave of absence for Katie Fitzpatrick, 5<sup>th</sup> Grade Teacher at the Waterford Elementary School. (Attachment 12.B.9)

C. **POLICY**

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

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

- a. **Policies** (Attachment 7.C.1.a)
- #7520 – Loan of School Equipment
  - #8550 – Outstanding Food Service Charges

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

- a. **Policy** (Attachment 7.C.2.a)
- #0164 – Conduct of Board Meeting

D. **BUSINESS**

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

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 7.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 7.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 7.D.2.c)
- d. Student Activity Fund General Ledger. (Attachment 7.D.2.d)

3. **Approval of Expenditures:**

Approve the Payment of Bills and Claims. (Attachment 7.D.3)

• October Bill List	\$39,006.33
• 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 7.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 7.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 Edvocate School Support Solutions. (Attachment 7.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 – No report at this time.
2. Camden County School Boards Association – Maria Yeatman gave an oral report.
3. New Jersey School Boards Association – Terri Chiddenton reported there will be a Delegate Meeting on November 18, 2017.
4. Camden County Educational Services Commission – Roseanna Iles gave an oral report.
5. Hammonton – Terri Chiddenton gave an oral report.
6. Board President's Report – Kim Hurley gave an oral report.

14. **OLD BUSINESS** – None

15. **NEW BUSINESS** - None

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

**A. Motion to open the meeting to the public.**

A motion was made by Al Pangia, seconded by Roseanna Iles and carried by unanimous consent to approve opening 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 Bill Wilhelm and carried by unanimous consent to approve closing the meeting to the public.

**17. MEETING ADJOURNMENT**

A motion was made by Al Pangia, seconded by Terri Chiddenton and carried by unanimous consent to adjourn, 8:02 p.m.

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Daniel J. Fox  
School Business Administrator/Board Secretary

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