

WATERFORD TOWNSHIP BOARD OF EDUCATION



BOARD MEETING MINUTES

SEPTEMBER 20, 2017

I. MEETING CALLED TO ORDER – 6:01 p.m.

A. ROLL CALL

Members Present: Terri Chiddenton, Dan Hoover, Kim Hurley, Roseanna Iles, Robert Walsh, Bill Wilhelm, Maria Yeatman

Members Absent: Al Pangia (with cause), Michael Vitarelli (with cause)

Others Present: Dr. Brenda Haring, Superintendent; Daniel J. Fox, School Business Administrator/
Board Secretary; Howard Long, Solicitor

B. 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 Robert Walsh and carried by unanimous consent to approve emergency items to be added to the agenda – One addendum (Personnel)

C. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION

A motion was made by Terri Chiddenton, seconded by Bill Wilhelm and carried by unanimous consent to adjourn to closed session, 6:06 p.m.

D. MOTION TO APPROVE THE RETURN TO OPEN SESSION

A motion was made by Terri Chiddenton, seconded by Maria Yeatman and carried by unanimous consent to return to open session, 7:00 p.m.

E. FLAG SALUTE

F. MISSION STATEMENT

Bill Wilhelm read the Board's Mission Statement.

II. COMMITTEE REPORTS

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

B. **PERSONNEL** – Maria Yeatman gave an oral report.

C. **POLICY** – Dan Hoover gave an oral report.

D. **BUSINESS** – Robert Walsh gave an oral report.

III. PRESENTATIONS

A. Dr. Brenda Haring presented a certificate for "Employee of the Quarter" to Diane Cicchino, Secretary at the Atco Elementary School.

B. Rich Czyz, Principal at the Thomas Richards School, gave a presentation on the Annual Harassment, Intimidation & Bullying (HIB) Report.

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

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

V. MINUTES

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

- A. Closed Session – as redacted - August 30, 2017
B. Board Meeting - August 30, 2017 (Attachment 5.B)

VI. SUPERINTENDENT’S REPORT

A motion was made by Bill Wilhelm, seconded by Terri Chiddenton 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
8/8/2017	WES	10:50 a.m.	Fire	45	31
8/10/2017	WES	11:14 a.m.	Freezing the Building	47	24

- B. CURRICULUM SUPERVISOR’S REPORT (Attachment 6.B)

VII. SUPERINTENDENT’S RECOMMENDATIONS

A. EDUCATION

A motion was made by Roseanna Iles, seconded by Maria Yeatman 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
5902697951	Gloucester Cty Special Services	2017	ESY: \$207.00 per diem (20 days) Total: \$4,140.00 + transportation	Waterford
4842570912	Archway	2017/18	SY: \$214.00 per diem (180 days) Total: \$38,520.00 + transportation	Rancocas Valley
3665187983	Hammonton Middle	2017/18	SY total: \$11,204.00 + transportation	Egg Harbor Township
9485762258	Hammonton High	2017/18	SY total: \$12,542.00 + transportation	Jefferson Township
6887718047	Hammonton High	2017/18	SY total: \$22,185.00 + transportation	Hamilton
3415432790	Hammonton High	2017/18	SY total: \$12,542.00 + transportation	Absecon

2. School Self-Assessment:
Approve the submission of School Self-Assessments for Determining Grades Under the *Anti-Bullying Bill of Rights Act* to the New Jersey Department of Education. (Attachment 7.A.2)
3. Quality Single Accountability Continuum (QSAC) Interim Review Placement Results:
Accept the QSAC Interim Review Placement Results provided by Sussex County Office of Education as displayed below:

QSAC Areas	Initial Placement 7/2015	Interim Review Placement 3/2017
Instruction & Program	41%	43%
Fiscal management	80%	80%
Governance	86%	86%
Operations	90%	90%
Personnel	80%	80%

4. QSAC District Improvement Plan 2017/2018:
Approve the submission of the QSAC District Improvement Plan for the 2017/2018 school year to Camden County Office of Education.
5. School-wide Title I:
Approve the submission of a School-wide Title I Waiver to the New Jersey Department of Education.

B. PERSONNEL

A motion was made by Maria Yeatman, seconded by Roseanna Iles and carried by unanimous roll call vote [Bill Wilhelm abstained on Item #10] to approve the following:

1. Revised Travel Expenditure Resolution (Attachment 7.B.1)
2. Employment of Speech Teacher:
Approve Carly Gallagher for employment as a Speech Teacher for the 2017/2018 school year. Salary: Step 1.MA of the Teachers' Salary guide, \$55,628 (pending negotiations), prorated. (#ESS-SS-06-02)
3. Long-Term Substitute Special Education Teacher:
Approve Tina Kennedy as a Long-Term Special Education Teacher from September 1, 2017 to October 31, 2017. Salary: Step 1.BA of the Teachers' Salary Guide, \$51,801 prorated (pending negotiations). (#TCH-LD-06-01)
4. Resignation of Instructional Aide:
Approve accepting the resignation letter of Dawn Police, Instructional Aide, effective September 1, 2017. (#AID-EX-01-04)
5. Employment of an Instructional Aide:
Approve Laura Higgins for employment as an Instructional Aide for the 2017/2018 school year. Salary: Step 1 of the Instructional Aides' Salary Guide, \$10.39 per hour (pending negotiations), 5.5 hours per day, 185 days per year, effective September 25, 2017. (#AID-EX-01-04)
6. Resignation of Instructional Aide:
Approve accepting the resignation letter of Jennifer Palmieri, Instructional Aide, effective on or before September 21, 2017. (#AID-EX-01-02)
7. Employment of an Instructional Aide:
Approve Amber Lynch for employment as an Instructional Aide for the 2017/2018 school year. Salary: Step 1 of the Instructional Aides' Salary Guide, \$10.39 per hour (pending negotiations), 5.5 hours per day, 185 days per year. (#AID-EX-01-02)
8. Anti-Bullying Specialists:
Approve the Anti-Bullying Specialists as follows:
 - Atco Elementary School – Gabrielle Holwell
 - Thomas Richards School – Gabrielle Holwell
 - Waterford Elementary School – Ryan Ciavaglia
9. District Anti-Bullying Coordinator:
Approve Rich Czyz as the District Anti-Bullying Coordinator.

10. Club Advisors:
Approve the following Session One Club Advisors:
Waterford Elementary School
 - Frank Ambroselli – Games Club
 - Frank Ambroselli – Sports/Fitness
 - Maggie Johnson – Lego
 - Jessica Borman/Betty Scola – Coding Club
 - Dawn Agoston – 6th Grade Yearbook ClubThomas Richards School
 - Barry Cohen – Lego Club
 - Barry Cohen – Sports/Fitness
 - Gabriele Magner – Games Club
 - Megan Scotti – Sports/Fitness
 - Emma Gibbins – Ukulele

11. Revised Job Description for Head Teacher:
Approve the revised job description for Head Teacher as attached. (Attachment 7.B.11)

12. Job Description for Team Leader:
Approve the job description for Team Leader as attached. (Attachment 7.B.12)

13. Team Leaders:
Approve the following Team Leaders at a stipend of \$500 each:
Atco Elementary School
 - Grade Kindergarten – Jaclyn McGovern
 - Grade 1 – Carla BrownThomas Richards School
 - Preschool – Karen Litchko
 - Grade 2 - Alex Handzus
 - Grade 3 – Megan ScottiWaterford Elementary School
 - Grade 4 – Dana Tonrey
 - Grade 5 – Idalis Kizee
 - Grade 6 – Dana KingEnrichments
 - Meaghan Knoll

14. District Organizational Chart:
Approve the attached district organizational chart. (Attachment 7.B.14)

15. Paraprofessional Report:
Approve the submission of the Paraprofessional Report to the Camden County Office of Education. (Attachment 7.B.15)

16. Instructional & Instructional Aide Substitutes:
Approve the following as substitutes:
 - Mary Suriano (Instructional & Instructional Aide)
 - Tammy Haines (Instructional)

17. Field Observation:
Approve Amy Unger to complete 15 hours of field observation for Intro to Profession. Mrs. Unger will be completing her field study during her lunch and/or after student contact time.

18. Leave of Absence for Non-Instructional Aide:
Approve a leave of absence for Rosemarie McCrane, Non-Instructional Aide at the Waterford Elementary School, through December 31, 2017. (Attachment 7.B.18)

C. POLICY

A motion was made by Dan Hoover, seconded by Robert Walsh and carried by the following roll call votes to approve the following:

Item #1: Carried by unanimous roll call vote.

Item #2: Carried by unanimous roll call vote with the following exception – Policy #0164, Conduct of Board Meeting. Vote on Policy #0164 [Voting “Yes” – Dan Hoover; Voting “No” – Terri Chiddenton, Kim Hurley, Roseanna Iles, Robert Walsh, Bill Wilhelm, Maria Yeatman]

A motion was made by Kim Hurley, seconded by Maria Yeatman and carried by unanimous consent to approve tabling approval of Policy #0164.

1. Approve the following for second reading:

a. Policies

- #1240 – Evaluation of Superintendent
- #1511 – Board of Education Website Accessibility
- #2624 – Grading System
- #3221 – Evaluation of Teachers
- #3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- #3223 – Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- #3224 – Evaluation of Principals, Vice Principals, and Assistant Principals
- #3240 – Professional Development for Teachers and School Leaders
- #5420 – Reporting Student Progress
- #5511 – Dress and Grooming
- #5610 – Suspension
- #5620 – Expulsion
- #5843 – School Aged Child Care
- #7424 – Bed Bugs

2. Approve the following for first reading:

a. Policies (Attachment 7.C.2.a)

- #7520 – Loan of School Equipment
- #8550 – Outstanding Food Service Charges

D. BUSINESS

A motion was made by Bill Wilhelm, 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 July 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 July, 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 July, 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)

- September Bill List \$ 65,141.56

- September Bill List #2 \$1,250,220.47
- Non A/P Check \$ 15.90

4. Approval of Transfers:
Approve the Expense Account Adjustment Analysis (Account transfers). (Attachment 7.D.4)
5. Disposal of Assets:
Approve the disposal of assets per the attached list. (Attachment 7.D.5)
6. Approval of Transportation Jointures:

Student #	Placement	Year	Tuition Cost	Financial Responsibility
6113781314	Pineland Learning Center	2017/18 (Until 8/14/17)	SY:\$977.68	Lower Cape May
6505721158	Archway School	2017/18	SY total: \$5,187.76	Summit
9450585844	Archway School	2017/18	SY total: \$5,187.76	Plainfield
7084997092	Archway School	2017/18	SY total: \$5,187.76	Newark

7. Professional Services Contract:
Approve a Professional Services contract with Environmental Resolutions, Inc. to provide a Sewer Pump Operator from July 1, 2017 through June 30, 2018 at a cost of \$4,500.

VIII. 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 reported there will be a meeting in November.
4. Camden County Educational Services Commission – No report at this time.
5. Hammonton – Terri Chiddenton gave an oral report.
6. Board President's Report – Kim Hurley gave an oral report.

IX. BOARD OF EDUCATION BUSINESS

- A. Old Business – Sale of the Waterford #6 Building is in progress.
- B. New Business – None

X. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS

- A. **Motion to open the meeting to the Public.** A motion was made by Robert Walsh, seconded by Roseanna Iles 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 Terri Chiddenton, seconded by Maria Yeatman and carried by unanimous consent to approve closing the meeting to the public.

XI. MEETING ADJOURNMENT

A motion was made by Dan Hoover, seconded by Bill Wilhelm and carried by unanimous consent to adjourn, 7:45 p.m.

Daniel J. Fox
School Business Administrator/Board Secretary